

Community College *of* Philadelphia

TECHNOLOGY COORDINATING COMMITTEE MINUTES

MEMBERS: Rikki Bardzik, Latoya Bond, William Bromley, Cory Budden, Pam Carter, Sonny Chang, En Davis, Susan Hauck, Marsia Henley, Beth Hicks, Allan Kobernick, James Landers, Gim Lim, Calion Lockridge, Fran Lukacik, Roger Miller, Will Miller, Sean Morris, Mavis Pogue, Eric Shannon, Yusefa Smith, Vijay Sonty, Jason Stein, Kelvin Veale, Chris Wieman, James Zelenak

ATTENDEES: William Bromley, Cory Budden, Pam Carter, Sonny Chang, Susan Hauck, Marsia Henley, Allan Kobernick, Calion Lockridge, Fran Lukacik, Eric Shannon, Vijay Sonty, Jason Stein, Kelvin Veale, Chris Wieman, James Zelenak

Agenda: 3.17.2021 | 2:33p | Zoom Meeting

- I. Call to Order
 - a. Meeting was called to order by Pam Carter at 2:33pm
 - b. Attendance was taken

- II. Approval of February 17, 2021 Minutes
 - a. Review of the minutes and there were no changes.
 - b. Motion to accept minutes as is – 1st Bill Bromley 2nd Sue Hauck and approved unanimously

- III. Old Business
 - a. An update of Memorandum No. 14 Standards for Distance Education Courses was provided by Sue Hauck.
 - i. Sue received feedback from the AASSC
 - a. The AASSC expressed concern with requiring online students to come to campus for face-2-face proctored exams. The AASSC felt it was not appropriate for online courses.
 - b. Sue indicated she did not have a chance to share the feedback she received with the subcommittee.
 - c. Sue clarified that some faculty feel academic integrity is compromised even with the use of technology. At the time of the previous policy revisions the College did not have technology to support proctored exams. Even with technology some faculty still feel the need to have a face-to-face proctored exam.
 - (1) Fran and Eric brought up that some foundational math classes have a common final exam that required an on-campus visit.
 - (2) Sue confirmed that foundational math did require students to take a common proctored on campus final. That proctored final

did not happen Spring 2020 or Fall 2020 due to COVID and is not expected to happen Spring 2021. Technology was used for these exams.

- d. Pam indicated the issue for the TCC is if we are going to recommend that online courses be allowed to require on-campus meetings.
 - (1) Sue stated with current policy revisions, the addition of notifying students of the on-campus requirement was included. Some details of this practice still need clarification.
- e. Vijay stated if technology allows for proctored exams that technology should be used.
- f. Cory asked if the requirement was for the final only or for all exams.
 - (1) Pam indicated for some faculty it is for all exams.

ii. Next Steps Memorandum 14

- a. The TCC felt more information was needed about the number of online courses and number of faculty requiring on-campus visits before taking a vote and recommendation.
- b. Pam will approach Dr. Hirsh about inquiring at the Department Head meeting to obtain this information.
- c. The goal is to discuss, vote, and for the TCC to make their recommendation by the April meeting to move forward with this policy.

b. Technology Plan Status

- i. Pam stated that Bill and Cory made recommendations on the strategic plan.
 - a. The committee reviewed their comments.
 - (1) Cory questioned training and it was confirmed that training is provided to both faculty and staff.
 - (2) Bill expanded on the daily and weekly scheduled reports that are run.
- ii. Bill added areas under Units Responsible
 - a. The Committee reviewed all the units responsible. The Committee confirmed or made suggestions for additions. Much conversation occurred regarding the units responsible.
 - b. Please see the last draft of the report for the updates to Units Responsible.

x. Next Steps

- 1. The draft document is ready to be send out for feedback.
- 2. 4 Areas were proposed:
 - a. Cabinet
 - b. ITS
 - c. FLOAT
 - d. IR
- 3. A recommendation was made that Vijay should check with Jacob first before the document goes out to the proposed areas. That recommendation was expanded to include Sam and Shannon as well.

IV. New Business

- a. There was no new business

V. Adjournment, 3:30 pm 1ST Sue and 2ND Calion