Community
College
of Philadelphia
The Path to Possibilities.

Technology Coordinating Committee
Minutes
May 21, 2008

TECHNOLOGY COORDINATING COMMITTEE 2007-2008

Appointees	Alternates	Delegates	Alternates
Bhvesh Bambhrolia	**Matthew Shupp**	**Ruth Baker**	Elizabeth Cantafio
Jody Bauer		**Frank Bartell**	**Arnold DiBlasi**
William Bromley		Constance Duaval	Fran Lukacik
SK Calkins		Jae Fisher	
Kathy Duffy		**David Freeman**	
Ellen Fernberger		Steve Jones	
Tom Hawk		**Janet Liss**	
Sam Hirsch		**Kelly McQuain**	
Jim Spiewak		Noelia Rivera-Matos	
Tim Sullivan		Karen Schermerhorn	

Members Present at the meeting are noted in **BOLD**.

AGENDA

I. **Approval of March 2008 Minutes**
   (Action Item)

   The committee met on March 19, 2008. A motion for approval of the March meeting was received with a second. The Approval of the March 19, 2008 Minutes was carried.

II. **Old Business**
   Updates from Planning Sub-committees
   I. Security & Business Continuity Planning (Tom Hawk)
   The Business Continuity Planning sessions are working within sub-groups to develop strategies in case of emergencies.
   - Dr. Hawk reported that the Payroll group was meeting to ensure this critical business operation continues.
   - The future plan for a redundant server room in the new NERC facility was discussed.

- A recent FY09 purchase of Arcmail Defender was discussed. This will provide not only backup to the GroupWise email system but provide for document retention as dictated by the changes in eDiscovery laws.
- The Emergency Response Management Team is updating the plan with consideration of the new technologies now in place.
- Document Retention and the development of a policy is under discussion.
- Portal capacity will need to be ensured and increased in the case of a Pandemic flu emergency. This may provide instruction at a distance.
- Communication methods are being implemented.
- All divisions and departments are charged with the development of emergency response plans.
- We are working on methods for remote Banner access.

II. Technology Infrastructure (Jody Bauer)

- Bill and Jody continue to work on documenting these issues and changes in the network infrastructure. We have invested in a traffic shaping appliance to assist with bandwidth around the implementation VoIP.

III. Teaching/Learning Instructional Resources (David Freeman)

- The data accumulation phase is complete. Issues around the future of technology and implications of physical technology were discussed within the group. Ruth discussed the classroom of the future as a blackbox. "If we build it will they come?" Ruth discussed a webinar on the process of going all-wireless at a campus. The details are posted on the

MyCCP TCC group page. Kelly asked about the issue of Mac users and support for those users and will we ever be open and/or cross platform. Kelly discussed the need for more English computer classrooms designed around the collaboration setup; B2-2 and B2-19.

- The committee requested input on the final product. Dr. Hawk suggested that these items would feed into the next technology plan so document format was not as important as the facts and findings. An executive summary with hyperlinks to pertinent information is all that will be needed.
- Please refer to Arnold's email concerning the fact that no decision on faculty printing was made.

IV. Communication (Jody Bauer & Frank Bartell)
- The sub-committee has met several times and has continued to detail those issues around communications related to the web, email, and voice. We are examining policies that related to new technologies.

III. **New Business**

No new business was discussed.

IV. *The June meeting date was canceled.*

Meeting adjourned