Community College *of* Philadelphia

MEETING MINUTES
Technology Coordinating Committee
September 16, 2009
2:30 p.m. B2-26
Community College of Philadelphia
1700 Spring Garden Street
Phila, PA 19130

Committee Members Present:

Federation Delegates

Ruth Baker	Present
Frank Bartell	Present
Heidi Braunschweig	Present
Arnold Di Blasi	Present (Chair)
David Freeman	Present
Steve Jones	Present
Noelia Rivera-Matos	Present
Melissa St. Pierre	Present
Karen Schermerhorn	Present
Mary Ann Yannuzzi	Absent

Administrative Appointees

Bhavesh Bambhrolia	Present
Jody Bauer	Present
Gary Bixby	Present
Bill Bromley	Present
SK Calkins	Present
Lisa Cooper	Absent
Ellen Fernberger	Present
Tom Hawk	Present
Sam Hirsch	Present
Luke Kasim	Present

Alternates Present:

Administrative Alternates		Federation Alternates
Aimee Hagedorn	Present	*Connie Dauval*
Linda Konicky		*Dominic Isabella*
Maryann Lyons		
Peter Margolis	Present	
Jim Spiewak		
Jermaine Williams	Present	

Guests Present:

Theadore Wong
Joe McFadden

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I.   **Call to Order**
     Arnold DiBlasi, co-chair 08-09, called the meeting to order.

II. **Attendance**
     Chair DiBlasi announced the sign-in sheet for attendance and welcomed new members to the 09-10 TCC.

III. **Announcements (DiBlasi)**
     a. **Introduction of new and returning members**
         Arnold indicated that he convened the meeting this year due to his co-chair status of the past academic year. He welcomed all to the 09-10 TCC.

     b. **Meetings dates and times for 2009-2010**
         2:30 p.m. B2-26 on the Third Wednesday of the month (September – June)

     c. **Update of TCC Group on MyCCP**
         The TCC Group inside the MyCCP portal has been updated for the 09-10 academic year. You are all subscribed to the group. Arnold explained the layout of the file structure for new and returning members in the group interface.

IV. **Approval of Minutes**
     a. **May 2009 Minutes**
         Approved with a motion and second. Unanimous vote in favor.

V.   **Election of Chair for 09-10 academic year**
     a. **Steve Jones: Motion: A request to postpone the election until the October meeting making Arnold DiBlasi pro-tem of this meeting. The motion received a second from Ruth Baker.**

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A brief discussion was held as to the reason with an explanation that the Federation representatives were requesting more time to determine their candidate(s).

Vote called – Affirmative response to move the election of co-chairs to the October meeting as the first agenda item.

VI.   Old Business:
Discussion: Update on technology for new classroom construction (DiBlasi/Bixby)

A discussion concerning the selection of a smart podium after a comprehensive review of multiple platforms and models took place. Arnold and Gary noted that the vendor has taken the College's comments in a positive light.

Each classroom will have an electric screen with all controls for screen, lighting, and projection integrated into the podium.

Arnold and TCC Guest, Joe McFadden, discussed their field trips to Rutgers, Morris County EMS Building to review podiums. The document camera standard has been reviewed in light of current technology and has been determined not be a part of each podium but available as needed.

In the NERC post construction, no Smart Boards are being implemented but instead the use of white board and black board paint will be used. BR-50 currently has the white board paint installed and feedback is welcome.

Dr. Hawk reminded the committee that scheduling will be critical to maximize the classrooms and the associated technology.

W2-47 and W2-48 must be taken off-line for the next academic year to accommodate the Pavilion and West Build renovations (a safety issue). These rooms are currently equipped with smart podiums which can be moved. Arnold, Joe McFadden, and Bill Bromley will coordinate the moves. Proposed locations are W3-56 and M3-6.

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A question from the floor concerning when the College will address the need for technology within most classrooms in the West Building. Currently the faculty members are forced to use mobile carts when lectures require technology support. Dr. Hawk stated that discussions are underway concerning the increased need for smart classrooms.
<u>Action Item:</u> No action– discussion/informational only

<u>Discussion: Update on move of faculty to Groupwise 7 e-mail system (Bromley)</u>

Bill reported that GroupWise 6 and the IPlanet system in MyCCP were replaced with GroupWise 7. The need to migrate all users was precipitated by the new portal which will go live in January 2010. At that time the College is planning to move all student email to Google. Please reference the memo concerning this action - http://www.ccp.edu/stafpage/Faculty%20email%20change%20memo.pdf

A question from the floor as to the impact on MyCourses with the move to Google received a response that none are anticipated but ITS continues to test.

A request for a glossary of terms was made.
<u>Action Item:</u> No action– discussion/informational only

<u>Discussion: Update on MyCCP portal revision (Calkins)</u>

SK reviewed the on-going process of redesigning the portal or MyCCP interface. The move to a new version in January 2010 allows the College to take a new look at the roles and overall use of the portal. Hardware setup is progressing with a new testing environment. The re-design was delayed due to resource issues but is moving again. We anticipate many changes for the go live in January with more to follow with the Banner 8.x go live in March 2010.
<u>Action Item:</u> No action– discussion/informational only

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VII.   **New Business**

Discussion: Planning Agenda Items for 2009-2010
An updated Technology Plan was distributed to the committee. Jody Bauer expressed her gratitude to past members of the TCC for all their hard work in the development of this plan.

If you have further input into the plan please email Jody – jbauer@ccp.edu.
Action Item: No action– discussion/informational only

Discussion: Peter Margolis and CMS changes

Peter discussed the need to review CMS for use in the Emergency Response as related to Business Continuity Planning.
Action Item: Place on future agenda.

Discussion: Ellen Fernberger discussed the alternative uses for College News

Ellen brought to the table the need for segregating the roles of those that receive College News. Is it necessary for all to receive certain information when it does not pertain to your job?
Action Item: Place on future agenda.

VIII.   **Adjournment**