

Community College *of* Philadelphia

Minutes

Technology Coordinating Committee

October 19, 2011 12:30 p.m.

BR-26 – Please Note the one time room change

2011-12 Committee Members Present:

Federation Delegates

Eva Agbada P
Heidi Braunschweig
Steve Jones
Fran Lukacik
Craig Nelson P
Noelia Rivera-Matos P
Jessica Rossi P
Melissa St. Pierre P
Karen Schermerhorn P
Ted Wong P

Administrative Appointees

Bhavesh Bambhrolia
Jody Bauer P
Gary Bixby
Bill Bromley
SK Calkins
Arnold DiBlasi P
Ellen Fernberger
Tom Hawk P
Sam Hirsch P
Peter Margolis P

Alternates

Present:

Administrative

Alternates

Diane Kae P
Aileen Rollins
Jocelyn Sirkis P
Jim Spiewak
Susan Hauck P

Federation Alternates

Ruth Baker
Frank Bartell P

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- I. **Call to Order**
- II. **Attendance**
 - a. **As noted above**
- III. **Approval of minutes (Action)**
 - a. **Approval of September 14, 2011 minutes. These minutes can found attached to the email notification of this meeting or in the Files area of the MyCCP TCC group.**
 - i. **Discussion – None**
 - ii. **Action: Minutes approved**
- IV. **New Business (Informational)**
 - a. **Planning for 2012-2015 Technology Plan (Bauer)**
 - i. **Discussion: Ms. Bauer presented a few topics derived from the cabinet discussion concerning the next Strategic Plan. Mr. Margolis brought for review 6 items for consideration as noted below.**
 - ii. **Action: discussion/informational only no action taken.**
 - 1. Support the use of the College's CMS as an online supplement for every course section taught at CCP.
 - 2. Create a strategy for managing student confidentiality and data security for all third-party online systems, such as companion websites for textbooks adopted by CCP faculty.
 - 3. Implement single sign-on to give CCP students and faculty access to online learning from the portal.
 - 4. Review available technologies for student identity verification in online learning.
 - 5. Implement web-based student course evaluations.
 - 6. Participate in the review, analysis, and recommendation of the CCP distance education system of the future.
- V. **Old Business (Informational)**
 - a. **Classroom of the Future subcommittee Update**
 - i. **Discussion: Dr. Hawk stated this was still on the list as a discussion point going forward with the next facilities master plan.**
 - ii. **Action: Informational**
 - b. **Hybrid/OL conversion recommendation (Jones)**

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- i. **Discussion:** Mr. Jones not present. Ms. St. Pierre represented the sub-committee working on P&P 14. Handout distributed and lively discussion ensued.
 - 1. Mr. Margolis stated we should move away from “online” terminology and state “class”. He continued that he would like to see a LMS for all classes.
 - 2. Ms. St. Pierre brought up the issue of training – page 3 “Online and Hybrid Course Approval and Faculty Training Process”.
 - 3. Support issues – Mr. DiBlasi stated that he should be referenced since Academic computing does provide training. Overall, all agreed that the Support issue requires more detail. Should we look for other providers since the need is 24x7.
 - 4. Page 2 bullet # 3 – “What does this mean?”
 - 5. Dr. Hawk reminded everyone that Distance Ed standards are under scrutiny by MSCHE.
- ii. **Action:** Ms. St. Pierre asked that the discussion be tabled for now. Please send comments directly to her.
- c. **Change in Hybrid course listing**
 - i. **Discussion:** Added to the agenda by virtue of the P&P 14 discussions.
 - 1. Query concerning the change to the course listing display of Hybrid courses.
 - 2. Mr. Margolis stated that he, in conjunction with ITS, developed the change to make it easier for students to determine the locations for the component parts of Hybrid courses.
 - 3. Ms. Riveria-Matos stated that this would make it impossible **difficult** for Counselors to assist students.
 - 4. A lively discussion concerning not only the change in the Campus Code but also the idea that students may not understand what a Hybrid course entails.
 - 5. Lively discussion...
 - ii. **Action:** Dr. Hirsch will assist in developing a communication to students concerning the change **in the hybrid campus information** for Mr. Margolis. ITS will explore the issue.
 - 1. The following update from Bantasks was available as of 10/24/11:

>>> Ms Noelia Rivera-Matos <nriveramatos@ccp.edu>
10/20/2011 2:12 PM >>>

Following yesterday's discussion, I searched for Hybrid courses using both the Course Finder and "Searching for Available Courses" (Banner Self-service) and I was unable to identify any. I searched for courses that I

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know are being taught as Hybrid, such as **Chemistry 101 (crn 13365 sec 900/crn 13366 sec 901)** and **English 098/099 (crn 16682/16683 sec 111)**. On the Course Finder the only way to determine that these courses are Hybrid is by clicking on their crn. Most students do not bother to do this. In Banner Self-service (yes, many students use this) there is no way to identify this courses.

Noelia

>>> Bantasks <bantasks@ccp.edu> 10/24/2011 9:51 AM
>>>

"ITS reviewed the issue from Ms. Riveria-Matos and found the "Search for Available Classes", is an easy fix. A flag in Banner was not set for the Spring 201210 term and therefore Hybrid courses were not displaying. This has been corrected by the Registrar.

The Course Finder was not as simple of an answer. There are 2 ways to get to see that a course is Hybrid; 1-You can do a basic search and click on the crn in the results as Ms. Riveria-Matos describes in her email or 2- you can use the advanced search option and Hybrid is an option under Course Type with a pop-up box to describe what a hybrid course is." The 2nd option would mean development time which would need to be worked into the ITS priority list if desired.

VI. Adjournment

a. Meeting adjourned at approximately 4:00 PM.

VII. The next meeting of the TCC will be November 16, 2010, 2:30 PM in room B2-26.