Community College *of* Philadelphia

Minutes – Revised 6.20.2012[1]
Technology Coordinating Committee
May 16, 2012 2:30 p.m.
B2-26

2011-12 Committee Members Present:

Federation Delegates	
Eva Agbada	P
Heidi Braunschweig	
Steve Jones	P
Fran Lukacik	P
Craig Nelson	
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	P
S.K. Calkins	P
Arnold DiBlasi	P
Ellen Fernberger	P
Tom Hawk	
Sam Hirsch	P
Peter Margolis	P
Alternates Present:	
Ruth Baker (F)	
Frank Bartell (F)	P
Susan Hauck (A)	P
Diane Kae (A)	P
Aileen Rollins (A)	P
Jocelyn Sirkis (A)	
Jim Spiewak (A)	

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[1] See the highlighted revision on Page 2 of this document.

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I.   **Call to Order**
        Meeting called to order at 2:35PM

II.   **Attendance**
       Attendance as noted on Page 1 of this document.

III.   **Approval of minutes (Action)**
       a. Approval of April 2012 minutes. The April draft-Minutes are located in the Files area of the MyCCP TCC group.
       April 2012 Minutes – Motion-Second-Unanimous Approval

IV.   **Old Business**
       a. **Course Conversion document (S. Jones)**
       Steve Jones opened this discussion by describing the concerns around the preservation of teaching – course objectives originate from the department.
       Committee addressed the Instructive Process.
       Conclusions: All "must" statement should be in the P&P while all "how to" statements should reside in the Guidelines for DE
       A draft of the revised P&P 14 was produced for review by the committee.
       A suggestion was made to add definitions within the P&P document. Is "Course" a set of educational objectives or a set of material used in a conversion to DE.
       Peter Margolis stated that this is not a course in the typical sense. Online learning systems provide online classroom space.
       Steve Jones stated that for the purposes of this document, a "distance education course", is a set of materials and interactions applied to teaching and an institutional approved course either predominately or entirely via the Internet and a course management system (CMS).

       The discussion digressed into a technical issue around the Search for Available Courses and the Hybrid notation. SK Calkins will review issue.

       Back to P&P 14 discussion – It was suggested that we use LMS and not CMS. Peter Margolis stated that because a course exists does not mean that it can be online.

       Karen Schermerhorn disagreed that the word "class" could substitute for the word "course," since she believes a class is a group of students, whereas a "course" is a document including educational objectives, sample assignments, etc. "

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        It was decided to leave the title and definition for now.
        It was decided that the sub-committee with revise the document.

    b. The New Digital Divide NYT article was distributed.
    c. The need for a June 2012 meeting was discussed. It was determined that a June meeting will be held.

V.   Adjournment @ 4:00PM

Next Meeting: June 20, 2012, 2:30pm in room B2-26