

Community College *of* Philadelphia

Minutes – 6.20.2012

Technology Coordinating Committee

June 20, 2012 2:30 p.m.

B2-26

2011-12 Committee Members Present:

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

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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 May 2012 minutes. The May draft-Minutes are located in the Files area of the MyCCP TCC group.
May 2012 Minutes – Motion-Approve the minutes with the revision as noted on Page 2; Second received; Vote: Unanimous Approval of Minutes as changed in the revision on page 2.
- IV. **Old Business**
 - a. **Course Conversion document (S. Jones)**

Steve Jones opened this discussion by distributing the latest version of P&P 14 for review. Steve proceeded to step through the document, noting the changes and issues from the May discussion.

Point One: The term ‘CMS’ is now noted as both CMS/LMS as discussed in the May meeting. This is clarified in the first paragraph of the document. CMS can be interpreted as ‘content management system’ and course management system. The term LMS, Learning Management System, is the term more used in 2012.

Point Two: Paragraph 2-The term formats is used to describe the 3 offerings; traditional, fully online, and hybrid. These three formats are then described in full in the next 3 paragraphs.

Point Three: The term hybrid is further clarified in the 5th paragraph.

Point Four: The term ‘Distance Course’ is utilized throughout the document for clarification as discussed in the May meeting.

Point Five: A discussion concerning the placement of the syllabus on a ‘public web site’ as stated in the SYLLABUS paragraph on page 1. It was determined that the placement of the site is traditionally the CCP faculty web server. This is important for those students that “shop around” for a course.

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Point Six: The materials required for the course may be provided either publically or behind a secure page at the instructor’s discretion.

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Point Seven: The Assessment of Students was further clarified to include the hybrid options as deemed appropriate to the course instruction.

Point Eight: Support section – a) The ‘manual’ is no longer a ‘printed manual, b) adequate training for faculty was shortened to include only the needs of distance education.

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Point Nine: Access to adequate technology remains in the policy. This was stated as a point that had always existed within the policy.

Point Ten: page 3, point #3, second bullet – The statement was further detailed as to how the product under discussion within this section was related.

ACTION: Motion to Move the modified P&P 14, with the modifications discussed today, forward to the IWC for review.
2nd Received, Discussion: None, Vote: Unanimous approval

V. New Business (Informational)

- a. Jody Bauer reviewed the accomplishments related to technology during the past year. These are documented on the 4ITSupport web site. The Goals for FY13 have been built around the strategic priorities of the College. Both of these documents may be found on the 4ITSupport web site. <http://4itsupport.ccp.edu/goals.php>
- b. Steve Jones stated that this was Ruth Baker’s last meeting, she has taken a position at another institution. We all wished Ruth well in her new position.

VI. Adjournment @ 4:00PM

The Last Meeting of the Academic Year. Thank you to all that served. This was a productive year. Jody