Community College of Philadelphia

TECHNOLOGY COORDINATING COMMITTEE MINUTES
Wednesday, December 15, 2021, 2:30pm
Zoom Meeting

MEMBERS: Beth Hicks (Co-Chair), Fran Lukacik (Co-Chair), Angela Barnes(A), Latoya Bond, William Bromley, Pam Carter, Mark Consul(A*), Christine Griffin, Barbara Hearn, Marcia Henley, Rasheeda Holliman(A), Louise Jones(A), Allan Kobernick(A), Gim Lim(A), Calion Lockridge, Jr.(A), Roger Miller, Sean Morris(A), Eric Neumann, Johnson Omosule, Mavis Pogue, Ronald Shamwell, Eric Shannon, Yusefa Smith, Vijay Sonty, Jason Stein, Kelvin Veale, Chris Wieman, James Zelenak

*(A) = Alternate

ATTENDEES: Beth Hicks (Co-Chair), Fran Lukacik (Co-Chair), Pam Carter, Allan Kobernick(A), Gim Lim(A), Eric Neumann, Mavis Pogue, Ronald Shamwell, Eric Shannon, Yusefa Smith, Kelvin Veale, Chris Wieman

I. Call to Order and Attendance
   a. Meeting was called to order by Fran Lukacik at 2:37.
   b. Attendance was taken from those present in the Zoom meeting.
II. Approval of November 17, 2021 Minutes
   a. Mavis Pogue made a motion to approve the December 2021 minutes, and Eric Shannon seconded the motion. By vote the December 2021 minutes were approved with one abstention.
III. Old Business
   a. Memorandum 14 Update
      i. Kelvin Veale reported the Memorandum 14 subcommittee had not yet met. Plans will be made for the subcommittee to meet in early January and report out to the TCC at the January or February meeting.
      ii. Pam Carter shared information about new instructional method codes that were being discussed for potential approval. The new codes would indicate when online asynchronous or online synchronous section required students to come on campus one or more times. As these codes would address the remaining Memorandum 14 policy issue the TCC has been grappling with – whether classes advertised to students during registration as fully online should have an on-campus requirements (e.g. taking exams) – further discussion was tabled until additional information about the proposed new codes is received.
   b. Policy Review
      i. Policy Governing the Use and Duplication of software (Memorandum #305)
         1. Disciplinary Action – Discussed whether reference to disciplinary action in the policy should be more specific in describing the actual disciplinary action to be taken. It was decided that more specific language was not needed in the policy given specifics

about the disciplinary action can change given the situation or over time, which might then require updated language.

2. EDUCOM statement – Questioned whether posted such that the College community has broad access to it. The statement is currently available via MyCCP by logging on and in the Student Handbook. Suggestions were made to post in the computer labs with access via a QR code. It was determined this was an operational issue and, therefore, not a matter for the TCC to bring to the IWC. Instead the TCC will make the suggestions to Joan Bush, Dean of Educational Support Services, who oversees the student computer labs.

ii. Policy for Responsible Computing (Memorandum #306)
1. Minor copy editing issues were identified for correction.
2. Discussed whether the CIO title and the VP Academic and Student Success titles referenced in the policy was still appropriate. The answer for both titles was yes.
3. Another suggestion discussed was for faculty and staff to be reminded of the policy on a regular basis, maybe via a QR code, in reference to work systems, particularly with CCP laptop loaners.

iii. Acceptable Use Policy for Interactive Systems (memorandum #307)u
1. Minor copy editing issues were identified for correction, which raised the question of whether the formal approval process through the IWC and President would be necessary for minor corrections. Since all suggested changes will be submitted to the General Counsel's Office first, that office can advise on next required steps.
   a. Recommended that footnote 1 be moved into the body of the text and remove an erroneous date reference ("11/03/06") that appears to be out of place.
2. Questioned whether references to social networking should move into a separate policy given the greater use of social networking at the College. The Strategic Communications area is considering strengthening social networking approval requirements. The TCC will reach out to Strategic Communications and bring this policy language to their attention.
3. Discussed unacceptable use described paragraph 3, which does not provide an exception for research purposes. There was a suggestion to change to language incorporated later in the policy that makes an exception for research purposes.

c. Annual Report on Emerging Technology
   i. Three files have been shared by Vijay Sonty. Given all members did not have sufficient time to review, discussion of the files was tabled until the next meeting.

IV. New Business
   a. Thoughts for Committee Initiatives for Academic Year 2021-22
      i. Develop one or more suggested processes for more effectively communicating technology-related changes to the College community.
      ii. HyFlex, where courses are delivered online and on-campus simultaneously giving students the ability to choose and change how they attend class, was discussed as a possible course delivery option at CCP. Discussion revealed both positive and negative experiences with the HyFlex mode of delivery, with the conclusion that the "right" technology is needed and that faculty teaching HyFlex classes must be comfortable with the technology.

          1. Discussed engaging in research in technology-related topical areas to discuss and highlight best practices that might be considered at the College. It was noted TCC has a diverse membership that results in multiple perspectives, which is beneficial for reviewing potential best practices and making recommendations.

    iii. Recent problems with wi-fi on campus was brought up. The decision was made to table discussion of this issue until the next meeting when Bill Bromley and Vijay Sonty from IT are in attendance. It was noted, however, there are many IT upgrades that either have been or will be made.

    iv. Printers in several CBI classrooms not being usable because they are not connected to the network was raised. It was noted that faculty should call Multimedia Services from the classroom phones so that the issue can be addressed more immediately.

  b. Policy Review for January Meeting

    i. Three policies will be reviewed – Hardware and Software Support Policies On-Campus (Memorandum #309), Identity Theft Detection and Prevention (Memorandum #312), and Records Management and Retention Policy (Memorandum #313)

    ii. Beth Hicks will copy the policies online into a document and posted in the TCC group site for convenience. TCC members can also view the policies online.

V.   Adjournment

  a. As there was no other business, everyone was wished Happy Holidays. Ron Shamwell made a motion to adjourn the meeting, which was seconded by Eric Neumann.