

Community College *of* Philadelphia

TECHNOLOGY COORDINATING COMMITTEE MINUTES Wednesday, February 16, 2022, 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, Mark Consul(A*), Marcia Henley, Allan Kobernick(A), Calion Lockridge, Jr.(A), Roger Miller, Sean Morris(A), Eric Neumann, Yusefa Smith, Vijay Sonty, Jason Stein, Kelvin Veale, Chris Wieman, James Zelenak

-
- I. Call to Order and Attendance
 - a. Meeting was called to order by Fran Lukacik at 2:33.
 - b. Attendance was taken from those present in the Zoom meeting.
 - II. Approval of the December 15, 2021 Minutes
 - a. Vijay Sonty made a motion to approve the December 2021 minutes, and Roger Miller seconded the motion. By vote the December 2021 minutes were approved unanimously.
 - III. Old Business
 - a. Memorandum 14 Update – Kelvin Veale read through the updated proposed document highlighting the new categories for fully online and hybrid courses.
 - i. Syllabus –
 1. The syllabus in Canvas will be the syllabus of record. Questions arose regarding what system will provide public facing syllabus to enable compliance with the policy language.
 2. Once a decision is made to roll out a new syllabus application, there would be training.
 3. Under materials “accessible” have language flagged for General Counsel review.
 4. Issue of policy not mentioning student training on Canvas arose. A majority of TCC members indicated the College was not responsible for ensuring students had adequate Canvas training, therefore reference to this responsibility should not be included in an Online Learning policy.

5. Question arose regarding department-level responsibility for ensuring compliance with course document. Clarification was made that each academic program department is responsible for this compliance because the course document references academic program department-level responsibility for course content in an online course.
 6. Quality Matters is used as a review rubric during the online course approval process.
- b. Policy Review
- i. Hardware and Software Support Policies On-campus (Memorandum #309) – suggested changes include:
 1. Because Multimedia Services also works with hardware, ITS listed as contact removed/
 2. “such as listing of peripherals” removed because not needed
 3. Add phone equipment to list of items covered by IS support
 4. Use of personal technology – discussion conclusion was given current technology use by employees, no language change needed
 5. Remove mainframe language and mail clients from under IS supports.
 - ii. Identity Theft Detection and Prevention (Memorandum #312) – general issues were discussed but no suggested changes were recommended.
 - iii. Records Management and Retention Policy (Memorandum #313) – postponed until next meeting
- c. Annual Report on Emerging Technology – role of TCC discussed in terms of jointly recommending technologies for College adoption and support to be funded.
- i. Since only 3 TCC meetings left in academic year, report will focus on the following technologies already under review in ITS:
 1. Digital ID system with phone in conjunction with security, requires update to operating system – will present to TCC
 2. Implementing new phone system IP phones and soft phones so employees working remotely can access work phones and can do 911 calls, and provides higher level services
 3. Security cameras live streaming of feeds
- d. Campus Wi-Fi Issues
- i. The College has updated to the newest technology access points in classrooms, and as time permits new technology will be deployed in other areas.
- IV. Adjournment – New business agenda items were postponed until next week. The meeting adjourned at 4:03pm.