

# Community College of Philadelphia

*The Path to Possibilities™*

## Technology Coordinating Committee Minutes January 16, 2008

### TECHNOLOGY COORDINATING COMMITTEE 2007-2008

<u>Appointees</u>	<u>Alternates</u>	<u>Delegates</u>	<u>Alternates</u>
Bhvesh Bambhrolia	Matthew Shupp	Ruth Baker	Elizabeth Cantafio
Jody Bauer		Frank Bartell	Arnold DiBlasi
<i>William Bromley</i>		Constance Duaval	Fran Lukacik
SK Calkins		Jae Fisher	
Kathy Duffy		<i>David Freeman</i>	
Ellen Fernberger		Steve Jones	
Tom Hawk		Janet Liss	
<i>Sam Hirsch</i>		Kelly McQuain	
Jim Spiewak		Noelia Rivera-Matos	
<i>Tim Sullivan</i>		Karen Schermerhorn	

Members Present at the meeting are noted in **BOLD**.

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### AGENDA

#### I. **Approval of minutes**

*(Informational Item)*

*The committee met on November 21, 2007 but no attendance or meeting minutes were taken. The topic was clarification on Distance Education guidelines.*

#### II. **Old Business**

*Question from the floor concerning updates on previous items*

1. *GroupWise 7 conversion for faculty*
  - a. *The conversion is on-going but has not been completed. If faculty would like to be converted they can contact the Helpdesk.*
2. *Concurrent Curricula – field code addition – It was reported that Dr. Thompson and Dr. Jones are working on a business process change to*

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*facilitate tracking multiple curricula for students. No field code change in Banner is necessary. Banner 7 has a feature to facilitate this tracking that is not fully implemented by Sungard with the current release.*

### **General Comments**

*Steve Jones stated that the above issues are not focused on the mission of this committee. The committee should begin to focus on policy and guideline needs of the College from a technology perspective. A discussion of the original Taskforce on Technology and their vision of moving the college forward with technology ensued. It was recommended that the committee begin to focus on the development of a new technology plan with an eye toward bigger questions.*

*The 2004-2007 Technology Plan focused on implementation and policy. We are now faced with the need for guidelines to support the implementation that has occurred over the last 3-4 years. Everyone on the committee should begin to examine the bigger technology policy issues for discussion here. A recommendation was given concerning the show of support for technology through the use of MyCCP group setup for committee communication.*

*Listed below are the guideline/policy issues discussed at the meeting. These will be given to sub-committees for review and recommendation.*

- *As we move to increasing the size of our Internet bandwidth capability, do we need to begin to regulate the traffic? Do all Internet requests have the same priority? An example: Are requests for mp3 downloads a high priority?*
- *Business Continuity – Are we prepared for a data loss caused by a natural or other disaster? Can we sustain important business functions? Do we have adequate data redundancy? How will we react in a crisis?*
- *VoIP implementation – What are the implications of converging voice and data? Are policies around this new functionality required?*
- *Using public web storage for College course materials. – Should all College course data be centralized for privacy as well as protection?*

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- *The physical environment of the offices and classroom spaces should be reviewed to meet a technology standard of the future.*
- *Electronic signature issue for students and staff*
- *Are smart carts the past or the future? What will the classroom of the future need to support in order to engage students in the learning process?*
- *Faculty printing solution. Currently no printing solution that accommodates faculty offices is available. Private printing, etc.*
- *Does technology pose a barrier to students? Are we able to support the distance education students via the existing open computers? Should we be supporting them in this fashion?*
- *Identity theft and the impact on students and staff. Students who lose their SSN and/J# are at risk of having their MyCCP account violated.*
- *USB drive issues. Many institutions have banned the use of these drives on public access terminals. They are now equipped with a mini-OS that can bypass any lock-down on the workstation thus opening the workstation and available resources to the student.*

*A consensus was reached that the committee will begin to focus the development of the next Technology Plan. The committee will divide into sub-groups to respond to the big issues then codify a response reflecting the committee at large for presentation to the group prior to moving any recommendations forward.*

*Prior to the next scheduled meeting, Jody, Steve, Tom, Arnold, SK and Ruth will meet to discuss the strategy for moving forward with focusing sub-groups on issues.*

### **III. New Business**

#### **a. Mission of the TCC Standing Committee (Jody Bauer)**

#### **b. Developing the next Technology Strategic Plan (Jody Bauer)**

*These two new items were discussed in the previous discussion. The original Taskforce report was distributed for the committee to review.*

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### **c. Blocking of web sites in SACC (Arnold DiBlasi)**

*Arnold DiBlasi presented the issue of blocking certain websites in the Student Computer Center (SACC). It was stated that some websites have no educational value and therefore take computer access away from students wishing to complete classroom assignments. MySpace was an example of this type of website. Facebook appears to have some educational value since they have channels dedicated to politics. The Library currently does site blocking for their area through a black-list controlled by the Library staff. No other blocking exists currently.*

Question: *Should the College block certain sites that are deemed as having no educational value? If the College instituted website blocking, who would be the decision maker on which sites to block? How would it be implemented, College-wide or for specific areas? No policy or procedure currently exists to handle this issue.*

Question: *Are the SACC and Library computer workstations to be available for students taking Distance Education courses?*

### **d. Learning Resource Center Issues (Ruth Baker)**

*This item was tabled due to time constraints.*

**3:45 Meeting adjourned**

**Next meeting date February 20, 2008 at 2:30P.M. Isadore A. Shrager  
Boardroom, M2-1**