

# Community College *of* Philadelphia

## MEETING MINUTES Technology Coordinating Committee

January 21, 2009

2:30 B2-26

Community College of Philadelphia  
1700 Spring Garden Street  
Phila, PA 19130

### Committee Members Present:

*W. Bromley, J. Bauer, SK Calkins, L Kasim, M. Lyons, E. Fernberger, T. Hawk, G. Bixby, A. DiBlasi, N. Rivera-Matos, D. Freeman*

### Alternates and Delegates Present:

NA

### Guests Present:

NA

### I. Call to Order

SK Calkins assigned as meeting note taker.

### II. Approval of Minutes

Minutes of the December 2008 meeting were distributed for those present. A motion to table the acceptance of these meeting minutes received a second and was moved. The Dec08 Meeting Minutes will be distributed to all members for review prior to the February 2009 meeting.

### III. Old Business:

#### a. Updates from Sub-Committees

##### i. Major Report: Communication (Informational)

Ms. Bauer presented a summarized document that contained the major objectives seen as part of the communication issues as related to technology.

Dr. Hawk agreed to assist in review any of the College Policies that may reference communication.

A discussion concerning the legal issues around document retention as related to retention of email.

It was suggested that we include Texting to item d) and that a document containing the actual method of message broadcasting be developed.

It was also suggested that perhaps the use of an RSS Feed could be a method of communication for IT and announcements concerning critical issues.

Objective 6 will be added to the document which will mirror Objective 5 with the goal of reviewing the Staff & Faculty views within MyCCP.

It was suggested that college broadcasts are not always audience specific.

Examples were given and the committee engaged in a discussion concerning College and Tech News.

A lengthy discussion concerning the inability of staff and faculty to update their web pages as linked to the College Home Page. Mr. DiBlasi stated that guidelines

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were set for faculty to update their pages. He referenced the Academic Computing web site for details on this process.

It was agreed that this draft would be finalized and prioritized. Dates will be associated with each item. The new plan will cover 2009-2012.

Ms. Bauer asked that she be emailed any other suggestions.

- b. MyCourses Clean-up clarification for ITS (Informational)
  - i. A question concerning the Committee's action on this issue. Mr. DiBlasi clarified that all clean-up will occur at the end of the 6<sup>th</sup> week of the Fall and Spring terms. The Fall clean-up will include the previous Spring and Summer terms and the Spring clean-up will include the previous Fall term.
  - ii. Communication concerning the clean-up will be done by Academic computing via email to faculty.
- c. Banner timeout issue (Informational)
  - i. It was stated that the MyCCP timeout period is now at a default of 45 minutes. Banner (SSB)(e.g., Attendance and Grade reporting) remains at 35 minutes. ITS continues to test the keystroke pass-through from SSB to Luminis. Mr. DiBlasi stated that the Chat function was hindered by the lack of pass-through of keystrokes also.

#### IV. New Business

a. Revision to P&P Memo 14 – Standards for Distance Education Courses (Action Item) – Attached with mark-ups

- i. A revision to the current Distance Education policy was brought forward for TCC with a request to forward to IWC. Mr. DiBlasi presented the item since Peter Margolis was not present. The committee moved to TABLE this item until the February 2009 meeting when he can be present. The item was discussed briefly. All changes appear cosmetic in nature since they are modification to terms with one exception. A new bullet item appears on page 2 - #8.
  - *Academic support for students via phone, e-mail, or online methods (synchronous and/or asynchronous tools) by instructors.*

This fact may cause the need for IWC action since it is a true revision per Dr. Hawk. The item was TABLED for action in February as stated above.

b. When are faculty members going to get new computers? (Question added as new business by D. Freeman)

- i. Mr. DiBlasi stated years ago he had devised a plan for faculty office computer replacement. It was determined that this replacement schedule became a lower priority within the budget and faculty office computers were replaced with off-lease systems only.
- ii. It was stated that some faculty still have Gateway systems. This is a hindrance to the move 1½ years ago to Office 2007.
- iii. A lease replacement plan should be developed. The fact that no one really knows where all faculty offices are and faculty move frequently, it is difficult to develop a lease schedule.

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- iv. Academic Computing and ITS act on replacement requests from faculty as received. Currently this is need or failure based.
- v. It was suggested that the development of a replacement plan/schedule be added to the new technology plan.

### V. Adjournment

At approximately 4:15 a motion was forwarded and seconded received to adjourn. This motion was passed.