

Community College *of* Philadelphia

MINUTES - DRAFT

Technology Coordinating Committee

March 21, 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	
Noelia Rivera-Matos	
Jessica Rossi	P
Melissa St. Pierre	
Karen Schermerhorn	P
Ted Wong	
Administrative Appointees:	
Bhavesh Bambhrolia	
Jody Bauer	P
Gary Bixby	
Bill Bromley	P
S.K. Calkins	P
Arnold DiBlasi	P
Ellen Fernberger	P
Tom Hawk	P
Sam Hirsch	P
Peter Margolis	P
Alternates Present:	
Ruth Baker (F)	P
Frank Bartell (F)	
Susan Hauck (A)	P
Diane Kae (A)	
Aileen Rollins (A)	P
Jocelyn Sirkis (A)	P
Jim Spiewak (A)	

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- I. **Call to Order at 2:35PM**
 - Jody Bauer chair**
 - Aileen Rollins volunteered to take minutes of this session**
- II. **Attendance**
 - As noted above.**
- III. **Approval of minutes**
 - Action: Approval of February 2012 minutes moved and second received.**
 - Motion passed.**

- IV. **New Business**

- a. **Social Media Guidelines (Jones)**

- Discussion**

- Jody Bauer added to the agenda the issue regarding the Social Media Guidelines as related to the changes in AUP #307. The Division of Marketing has been using this guidelines document to anyone inquiring about Social Media.

- Discussion**

- Steve Jones expressed a general concern; it is important that policies are sweeping in their authority and changes go through the governance system for consistency.

Steve proposed that we compose a brief statement to the Cabinet indicating we (the TCC) are aware of the document (Social Media Guidelines Dec 2011) and that the it is not in line with the Acceptable Use Policy. These Guidelines were created without the input of the TCC. This is to acknowledge that there is some concern in that the document conflicts with the policy. The ‘rule of law’ is the policy and the document should reinforce this principle.

Arnold DiBlasi asked if the current governance structure can set a policy or does it require the TCC approval first to ensure it is not in conflict with #307?

Steve stated that it is not that simple, but something that needs to clarified to ensure all guidelines created are inline with the existing policy. A question of whether the Social Media Guidelines go beyond #307.

Steve proposed the following, an acknowledgement of the Guidelines in the case that they do not supersede the existing policy #307.

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Jody stated that the historical background on the creation of the document by summarizing that ITS is NOT monitoring social media sites but that another office may be.

Jody stated that she has restated her request for the revised AUP with the TCC responses to the 6 questions from IWC be placed on the net IWC meeting agenda.

Steve suggested that since a new #307 is coming that we should alert the office using the SM Guidelines that they must conform.

Tom stated that we should wait for the approval of the policy revision (#307 with social media additions) and then ask them to conform.

The TCC does need to act on the responses to the six questions posed by the IWC during the 2011 review of the revision to #307. To that end, the 6 questions and responses were discussed by the committee. (The questions/response document has been replicated here)

ACTION: Motion: Approve the IWC Responses for Clarification. Motion received a second with the modification noted. Vote taken and the motion passed. Modification: Remove the last sentence in the response to IWC question #6.

Motion: Compose a brief document addressed to the Cabinet to acknowledge concerns about the Social Media Guidelines document concerning possible conflicts with the Acceptable Use Guidelines document. Second received and motion passed.

IWC questions for Clarification

1. At some points in the document the term "employees" is used versus "users" in other sections of the document. An example is p. 4 under "Unacceptable use." Other groups mentioned are: Board members, students, advisory committee members, groups like student clubs.

We had specific reasons for using the terms Employee and User. The User term reflects those that are using the system but may not be employees.

2. If question #1 applies to employees only, is there language that is needed for Board members?

We can now include them with the Employee statements; Trustees. All have recently signed the AUP. I suggest the following change within the revised AUP. (1) Unacceptable Use section: 4th paragraph change "Employees" to "Users" and (2) if desired the term "Board of Trustee members" can be added as a group designation on Page 1 in the opening paragraph where the term user is defined.

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3. Should the term "users" be updated to members of the College community since "users" seems to be somewhat limited.

We disagree that the term "users" is limited since many users of our system may not be members of the College community.

4. Is there any expectation that the College police or enforce the policy (esp. when individuals are using their own systems)?

The College cannot monitor the policy and will react only when a complaint is filled as has been past practice.

5. Could the College get the same benefit by posting something on our web page to cover general members of the College community?

We provide the AUP link on multiple locations throughout the ccp.edu domain.

6. Should there be a separate policy versus adding to the current policy?

This has already been debated. The Social Media section within AUP is intended to handle the broad issues that pertain to legal and responsible computing within the campus environment. ~~A separate policy specific to SM may be developed at some point which would in my opinion be more of a set of Guidelines.~~

V. Old Business (Informational)

a. AUP #307 update (Bauer)

Item handled with above discussion and action. Request for IWC review has been made.,

b. Update: Deletion of MyCourses from past semesters – tabled from February meeting (Calkins)

Jody Bauer stated that ITS will remove past semester course content from MyCourses in accordance with a previously passed action by the TCC. This has not been carried out as previously directed. Jody stated that storage limitations were the original impetus for the request and that this was no longer an issue. Arnold DiBlasi asked the action be carried out to allow for more intuitive actions for faculty using the system. The question now is should we removed all information from Spring 2010 backward.

Content questions from some committee members concerning the content within MyCourses were discussed as well as a statement from Peter Margolis that Student Work must be retained for 7 years according to the Document Retention Schedule. It was stated that student work was not the issue but faculty content.

A question of how this relates to consolidated courses and Arnold explained the process which is documented in his training.

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Sam Hirsch reminded the committee that it was the responsibility of the College to retain grades forever, however, the expectation is that student submissions are kept for a reasonable period to handle grade disputes.

It is clear that not everyone using MyCourses has been to the Academic Technology training therefore Arnold will compose an email that will be sent to faculty concerning actions they may take prior to the deletion if they wish to retain their MyCourses information. The deletion will be scheduled and stated within the email message to faculty. S.K. Calkins added that the email should state clearly the deletion of the terms 201040 through 20110 in MyCourses. She also added that **the Sort Order of Student Names in MyCourses has been changed per Arnold's request; i.e., last name sort**. She asked that Arnold include this in his message to faculty and noted that this is a baseline change to Banner which will be documented and monitored with upgrades.

Action: Arnold DiBlasi will create a message to alert faculty of the MyCourses deletion action.

c. Update: Access to Student CCP e-mail addresses for faculty (Calkins)

S.K. Calkins stated that the CCP Email address of students will now be presented instead of the Banner 'preferred address' which may be the student's personal email address.

S.K. further explained that since the implementation of PII security within Banner, student not currently enrolled in a faculty assignment are not visible to faculty with the Faculty SSB view. Using the Advisor SSB tools, faculty may see past student information through the menu items available in the Advisor SSB structure.

Requests for previous student information can be made through bantasks@ccp.edu. Requests are processed through the appropriate dean prior to processing.

Sam Hirsch noted that the information is considered directory information is approved for display. Jody reminded the committee that the Student Directory had been eliminated several years ago and no longer exists.

d. Update: Change in Sort order of Semester drop down (Calkins)

S.K. Calkins reported that this has been tested and can be done. It is another baseline change that will be documented and monitored within any upgrade process.

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S.K. also noted that the current limitation within MyCourses is 100Mg limit on storage and a limit of 300 files.

e. Update: Faculty workstation deployments (Bromley)

Jody Bauer reported that deployments were continuing. Bill Bromley (ITS) and Arnold DiBlasi (Academic Technology) are working on a prioritization of deployments.

Tom Hawk asked the deployment status of personal laser printers to faculty offices. His concern is the West Building Access Center loss during the renovations underway concurrently.

Tom's questions raised the fact that many people (faculty) are unaware of the deployment of personal laser printers and the process.

Jody Bauer stated that the process was created through the Academic Deans and they had the task of alerting faculty.

Sue Hauck stated that she will address communication issues at the next Dean's meeting; i.e., W2-1 printers are being replaced with in-office personal laser printers and the responsibility of the department to bear the cost of toner and paper as agreed upon by the deans.

Fran Lukacik stated that the loss of W2-1 is a problem for many faculty members. Many faculty members use this space to perform their computer related work due to poor equipment in their offices and no printer access with the exception of the W2-AC.

VI. Other

a. Course Conversion document

Steve Jones asked that all TCC members review the Course Conversion document by the May meeting. Steve will upload the document into the Files area of the MyCCP-TCC group."

VII. Adjournment at 4:00PM

Next meeting April 18, 2011 at 2:30PM in Room B2-26