

# Community College *of* Philadelphia

## MINUTES

Technology Coordinating Committee

April 18, 2012 2:30 p.m.

**B2-26**

### 2011-12 Committee Members Present:

<b>Federation Delegates</b>	
Eva Agbada	
Heidi Braunschweig	<b>P</b>
Steve Jones	<b>P</b>
Fran Lukacik	<b>P</b>
Craig Nelson	
Noelia Rivera-Matos	
Jessica Rossi	<b>P</b>
Melissa St. Pierre	<b>P</b>
Karen Schermerhorn	<b>P</b>
Ted Wong	<b>P</b>
<b>Administrative Appointees:</b>	
Bhavesh Bambhrolia	
Jody Bauer	<b>P</b>
Gary Bixby	
Bill Bromley	<b>P</b>
S.K. Calkins	<b>P</b>
Arnold DiBlasi	<b>P</b>
Ellen Fernberger	
Tom Hawk	
Sam Hirsch	
Peter Margolis	<b>P</b>
<b>Alternates Present:</b>	
Ruth Baker (F)	
Frank Bartell (F)	
Susan Hauck (A)	<b>P</b>
Diane Kae (A)	
Aileen Rollins (A)	
Jocelyn Sirkis (A)	<b>P</b>
Jim Spiewak (A)	

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- I. **Call to Order at 2:35PM**  
**Jody Bauer chair**
- II. **Attendance**  
**As noted above.**
- III. **Approval of minutes**  
**Action: Approval of March 2012 minutes moved and second received.**  
**Motion passed with Corrections as noted below.**

Minutes of March 21, 2012 Approved with a corrections on page 6.  
"Fran Lukacik stated that the loss of the W2-1 Faculty & Staff Access Center is a problem for many faculty. Many faculty use the space to perform their computer related work due to poor equipment in their offices and no printer access wi the exception of the W2-AC." The second sentence in this paragraph will be deleted.  
"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."
- IV. **Old Business (Informational)**
  - a. **AUP #307 – Status Update**
    - i. **The IWC and Dr. Curtis have passed the revision to the AUP as sent to them by this committee. The revised policy is now posted on the P&P web page.**
- V. **New Business**
  - a. **The next Technology Plan**

Steve Jones began the discussion of the next interaction of the College Strategic Technology Plan. Steve described a collaborative model using a task force approach as done in 2003. He also stated that the plan has become reactive rather than innovative. "We want to get back into strategic technology planning."  
Ideas/framework: Steve began by referencing the 2003 plan and the use of sub-groups of the committee to review and create portions of the plan. He suggested the following topics.

    - Technology Access - PC replacement plans, ...
    - Technical Support - the 5 9's of network reliability
    - Knowledge - Training, support for technology planning - the infrastructure resources for planning "We don't ask what we don't know."
    - Security - DR/BCP, PII
    - Assessment - gathering/providing data supporting college-wide assessment.

Jody provided a document that contains items from Peter Margolis and ITS. Included in this list are the Strategic Priorities currently being used to create the budget objectives (Both documents are the MyCCP-Files-2011-11 Archive)

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Additional items from the group:

Learning Commons and the associated infrastructure needs

It was suggested that we narrow the topics and create the sub-groups.

A request for a PC deployment schedule was made.

Melissa St. Pierre requested the status on the "Classroom of the Future" document provided earlier in the year. Jody stated that she would follow up with Dr. Hawk but assured the group that the document was part of the next facility master plan information.

The discussion of narrowing the scope for the next plan provided the following.

- Knowledge - sharing of innovative ideas, training
- Infrastructure (Access & Support)
  - Technology standards for the classroom
  - Implementation plans - the original idea for the TCC was to have the committee visit college nits and ask "what do you want to do?" then assist in the development of an implementation plan and provide communication concerning technology,...
- Assessment - provide a feedback mechanism of planning thus creating a 'rolling' technology plan, assist in devising questions for IR.
- Security

Steve suggested that the CIO provide authorship of the plan and those volunteers from the committee meet on a section and assist in assembling information.

## **VI. Adjournment**

The meeting adjourned at 4:00pm.

**A poll of the members present determined that we will have a May meeting to discuss the Course Conversion document.**

**Next Meeting: May 16<sup>th</sup> at 2:30PM in Room B2-26**