Community College *of* Philadelphia

Minutes DRAFT
Technology Coordinating Committee
10.18.2017 2:30 p.m.
B2-26

2017-18 Committee Members Present (P):

Federation Delegates & Alternates	
Steven Davis	P
Jon Drucker	P
Sarah Iepson	P
Dawn Janich	P
Amy Lewis	P
Fran Lukacik	
Will Miller	
Craig Nelson	P
Sean Sauer	
Dominic Isabella (A)	
Latoya Langston (A)	P
Administrative Appointees & Alternates:	
Nicole Armezzani	
Jody Bauer	P
Gary Bixby	P
William Bromley	P
S.K. Calkins	
Pam Carter	P
Ellen Fernberger	
Susan Hauck	P
Jason Stein	
James Zelenak	
Rikki Bardzik (A)	
Allan Kobernick (A)	P
Gim Lim (A)	
Peter Margolis (A)	
Jim Spiewak (A)	

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I. **Call to Order**

II. **Attendance**

   See page 1 of this document.

III. **Approval of minutes of September 20, 2017**

   a. The minutes of September 20, 2017 were approved by unanimous vote. No discussion.

IV. **Old Business**

   a. **Follow Up Discussions on Planning initiatives for 2017-2018**
   b. **Amy Lewis Survey Discussion**

The topic of Planning for 2017-2018 was tabled since not all members present. Amy Lewis presented her Survey results.

The survey was sent to Department Heads which they could send to their faculty. Most stated they did not receive. The overall "winner" was that faculty want students to be more prepared in the use of technology.

Questions raised during the discussion:
What is the follow up? What types of technology training is necessary?

Faculty in the room felt that online students struggle with SAVE AS and Creating a FileName. They do not have the rudimentary Word skills needed to succeed.

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A lengthy discussion concerning CIS 103 which is not required within the first 12 credit hours for new students.

Is Guided Pathways the answer?

Craig Nelson from the CIS Department outlined that CIS 103 is presented as modules. Word Processing to ensure an understanding of creating references and footnotes; Spreadsheets in which they create a basic budget and learn to create a chart or graph; PowerPoint for basic presentation skills; Access with basic SQL; Collaboration for document sharing and mark-up; Windows for file management and folder management; Overall concepts of What is…

Dr. Carter spoke to the Guided Pathways initiative and stated that faculty should review their program maps and determine if the fundamental skills that are needed are being presented in the curriculum.

Most faculty stated they are supporting these technology skills within their own courses that are not part of their curriculum. They are using YouTube as an example.

Sue Hauck stated that Online & Hybrid students are oriented to the Canvas environment. This is an ongoing effort that instructs many hundred students per term. Once they provide this virtual orientation they also send out the video to the online students that did not attend the virtual session.

All three FYE versions are providing instruction on Canvas to the students.

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It was suggested that a "technology test" be given during entrance assessment.

Is it possible to test out of CIS 103? Yes

What is technical competency?
A lengthy discussion concerning foundational skills. A suggestion that we develop a "genius bar" type of solution for students to go to and have their questions answered perhaps in the Learning Commons.

Action Item: TCC involvement in working with the Learning Commons to develop a workshop for students on technology. Jon Drucker stated this was already being planned and a pilot is occurring at WERC.
Steven Davis to connect with Anna Seixas on this topic.
Amy Lewis will build a listing of the items faculty feel are the technology competencies for students and share with the TCC. For discussion at the 11/15/2017 TCC Meeting.

V.   **Adjourned**