

Community College of Philadelphia

TECHNOLOGY COORDINATING COMMITTEE

MEMBERS:

Admin. Appointees: AVP IT (vacant), William Bromley, Beth Hicks, Pam Carter, Susan Hauck, Roger Miller, Jim Spiewak, James Zelenak

Admin. Alternates: Rikki Bardzik, Allan Kobernick, Gim Lim, Sean Morris, Kelvin Veale

Federation Delegates: Anthony Carter, Crystal Edwards Harris, Casey Gwardyak, Barbara Anne Hearn, Latoya Langston, Francine Lukacik, Niari Murphy, Craig Nelson, Johnson Omosule, Chris Wieman

Federation Alternates: Heidi Branschweig, Cailon Lockridge Jr., Will Miller, Ron Shamwell, Aretia Sojourner

ATTENDEES:

Pam Carter, Barbara Hearn, Fran Lukacik, James Zelenak, Roger Miller, Ron Shamwell, Kelvin Veale, Allan Kobernick, Sean Morris, Jason Stein, Cailon Lockridge Jr., Susan Hauck, Bill Bromley, Beth Hicks

Agenda: 5.20.2020 | 2:30p | Zoom Meeting

- I. Call to Order
 - a. Meeting was called to order by Pam Carter at 2:36PM
- II. Attendance (Zoom Meeting Participant List)
- III. Approval of April 15, 2020 Minutes
 - a. Motion to accept minutes – 1st Barbara Hearn. 2nd Allan Kobernick and approved unanimously
- IV. Old Business
 - a. Synchronous Online Classes
 - i. IWC Meeting – Executive leadership was not pleased that the committee's idea was brought forward to them. The end goal was that the recommendation was accepted anyway.
 - ii. Technology Update - We had a discussion about what changes would need to be made in Banner to make the change happen.
 - iii. Memorandum 14 Policy Revision (see attachment)
 - Change from 2 to 3 types of formats
 - Remove CMS language and just have LMS
 - Change terminology of traditional to in-person
 - Add synchronous online paragraph
 - Change reference from course to course section
 - Use terms remote meeting technology
 - Syllabus section – needs to be changed to reflect what is in ACTUAL practice. Should departments be posting generic syllabi to public pages? This information is currently outdated. Should there be a repository of syllabi per term? AEFIS has a syllabus

module but we haven't used it yet. From a Marketing perspective, it may be important to have out there

- Take out references to specific "who"s
 - Materials – Do adjuncts get to choose materials? CIS 103 – materials are dictated but instructor can use as they see fit.
 - According to CBA, **IS** the choice of materials up to the instructor? Pam will check with Victoria.
 - Communication – regular, substantive communication / interaction
 - Assessment of students – should students be required to come to campus if they are only an online student?
 - Course Assessment – Office of Online learning
 - Look at shared copyright policy
 - Add ticketing reference in email / phone
 - Quality Assurance – should there be more to this section?
- b. Draft Technology Plan – Status Updates – **we did not make it to this item**
- i. Review of draft document
 - ii. Next Steps
- c. Plan for Summer
- i. Subcommittee meetings / communications – If possible, have meetings before the Fall semester

V. New Business

VI. Adjournment, 4:00 pm

Motion: Cailon Lockridge Jr.

Second: Jason Stein and approved unanimously.