Community College of Philadelphia

TECHNOLOGY COORDINATING COMMITTEE MINUTES

MEMBERS: AVP IT, Rikki Bardzik, Latoya Bond, William Bromley, Cory Budden, Pam Carter, Sonny Chang, En Davis, Susan Hauck, Marsia Henley, Beth Hicks, Allan Kobernick, James Landers, Gim Lim, Calion Lockridge, Fran Lukacik, Roger Milller, Will Miller, Sean Morris, Mavis Pogue, Eric Shannon, Yusefa Smith, Jason Stein, Kelvin Veale, Chris Wieman, James Zelenak

ATTENDEES: William Bromley, Cory Budden, Pam Carter, Sonny Chang, En Davis, Susan Hauck, Marsia Henley, Beth Hicks, Allan Kobernick, Calion Lockridge, Fran Lukacik, Will Miller, Mavis Pogue, Eric Shannon, Yusefa Smith, Jason Stein, Kelvin Veale, Chris Wieman

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Agenda: 11.18.2020 | 2:30p | Zoom Meeting

I. Call to Order
    a. Meeting was called to order by Pam Carter at 2:31pm
    b. Attendance was taken

II. Approval of October 21, 2020 Minutes
    a. Review of the minutes and there were no changes.
    b. Motion to accept minutes as is – 1st Chris Wieman 2nd Bill Bromley and approved unanimously

III. Old Business
    a. TCC 2020-2021 Group Access Site
        i. All confirmed that they have access
    b. Revision Recommendations by Sue Hauck for Memorandum No. 14 Standards for Distance Education Courses
        i. Sue reminded the committee the reason for the review of the policy was that when the College went virtual in spring 2020 the College realized that synchronous teaching was not an established method for teaching online. During the last policy revision of 2015, synchronous instruction was not taken into account. We need to accommodate the current practices of synchronous online classes into the policy.
        ii. Sue reviewed each section of the policy and indicated the changes as follows:
            a. Name changes throughout the document
                (1) Distance education to online learning
                (2) Updated CMS (course management system) to LMS (learning management system)

b. Title change-- Memorandum No. 14 Standards for Online Learning
c. Synchronous was added to the current two formats to make three available formats
d. Definition of synchronous format added
e. Clarified a certain percentage to include 30 to 80% for synchronous and hybrid online classes.
   (1) Yusefa asked if courses that include in person testing if they are considered fully online or hybrid.
       i. Sue indicated this is addressed further in the document.
   (2) Yusefa inquired why fully online classes are not called asynchronous online
       i. Pam indicated that hybrid classes have asynchronous online components and synchronous online classes have asynchronous components. The language used needs to make clear distinctions.
       ii. There was a discussion about office hours and this was determined to be another topic.
f. Added synchronous to course design
   (1) Yusefa stated the language of fully online indicates the other online courses are not fully online. Synchronous is fully online but done differently than asynchronous. This is related to scheduling as we now have asynchronous, synchronous, and hybrid online classes. Clarity is needed in a policy document.
   (2) Mavis commented that fully online classes have synchronous and asynchronous components. Fully online would include everything that is in our LMS.
   (3) Pam noted that the policy needs to determine the correct language, asynchronous or fully online. This can be addressed at a later meeting.
   (4) Will remarked that faculty view hybrid as an allocation of classroom time. Hybrid can mean a percentage/blend of synchronous and asynchronous online or a percentage of in-class and asynchronous teaching methods.
   (5) Pam clarified that the policy will define how CCP will use these terms. Currently a blend of synchronous and asynchronous is considered online. Hybrid has a face-to-face meeting component with online. We are looking to standardize and some departments may need to change their current practice.
   (6) Sue indicated the goal is to find clarity in the language of online for our students.
   (7) Mavis commented that the definition needs to be standard and uniform and avoid legal issues.
g. A minor change was made to syllabi. Sue stated the purpose of having public syllabi is that students could know before registering what is expected in the individual course. The policy indicated that email or

other instructor contact information is available. Since this will be a public document the other instructor contact was removed.

- (1) Bill commented that the College does not host online courses on their servers.
- (2) Pam indicated the wording should change to be within an approved LMS.
- (3) Sue specified to remove hosted on the College server.
- (4) Pam pointed out that making individual instructor syllabi available can be problematic if the instructor needs to be changed, for example due to a cancelling of the class and the new instructor has different requirements. She suggested that the requirements should be more course specific than instructor specific.
- (5) Sue was concerned that a generic statement may not include different requirement from individual faculty.
- (6) Jason indicated that SLOs are not available to students. Student who search the course catalog don't cross reference to the online syllabi. This leads to outdated information available to students.
- (7) Mavis agreed that some generic information needs to be included in all syllabi as well as other contact information.
- (8) Yusefa commented that the separate Canvas syllabus shell is not always updated by the instructor.
- (9) Sue confirmed the present system is currently not functioning optimally and other systems/practices are being looking into.
- (10) Pam indicated more discussion is needed regarding course versus section for the public.
- (11) Mavis commented that an instructional designer is needed to support online course development to assure all the requirements are met.
- (12) Pam indicated that the College has requirements for syllabi. This topic was determined to be important, but different from the policy.

h. Accessibility was added to the materials section. Accessibility was always part of the online course review but should be included in the policy. The wording was clarified to include in accordance with legal and academic standards.

- (1) Jason who also sits on the ADA committee liked that legal was added to the policy from the viewpoint of disabilities. Kudos to include this.

i. No significant changes to the communication and interaction section.

- (1) Will questioned what the time interval was from when a student needs to logon and interact with the course before they are considered not participating and may be dropped/withdrawn from the course. He questioned if this policy should specify the amount of time.

      (2) Pam reinforced that the general policy of the College is that if the student has not had interaction for the equivalent of two weeks they can be dropped. Pam indicated that guidance may need to be developed.

      (3) Further discussion occurred among the committee about needing more clarity about participation.

j. Regarding assessment students were asked to come to campus for exams at the discretion of the faculty. Sue proposed changing the policy for online courses that all assessment should occur online. If the faculty require in person testing the course may be considered hybrid versus online.

      (1) Yusefa commented that all FMNT courses would then need to be considered hybrid. She continued that although respondus is used for online testing the department is finding that students are still not honest via validation. Yusefa informed the committee of the level of sophistication students use not to be honest.

      (2) Beth from financial aid stated that the term hybrid has meaning and regulation. Giving an in-person final does not constitute hybrid.

      (3) Pam added that if we advertise a fully online program and then require in person testing that this may be considered false advertising. Pam indicated that further discussion is needed Pam continued that the language needs to be accurate.

      (4) Sue will consult with Robert Forest regarding financial aid and online courses.

k. Online chat needs to be added to the support. Sue informed the committee that Instructure is now used for support.

l. Department head changed to department chair.

m. Included that online courses have periodic review

      (1) Pam indicated to add that if a course undergoes a substantial change that the course needs to go through the approval process again.

      (2) Sue commented that we need to acknowledge the back-channel conversation going on in the chat

      (3) Sonny and Yusefa in the chat discussed software for online proctoring

iii. Other Comments from the committee

a. Mavis commented on the well-informed email that was sent, but often not all the information is recognized by the faculty. We need better ways to reach faculty.

c. Technology Planning Sub-Committee Membership

i. Pam asked all the members present what sub-committees they wanted to a part of.

    d. Specific language in the strategic plan regarding diversity, equity, inclusivity, and access has not been finalized but being referred to as the sixth pillar. Include at the College in the goals. Will upload the technology plan with this new language.

IV. New Business:
    a. Pam Carter proposed the next steps for the technology plan
        i. Based on the sub-committee(s) you are on review the plan and be prepare to discuss the changes that you would like to make to the goals.
        ii. Please add directly to the technology plan.
        iii. The goal is to get a recommended draft by the end of the academic year.
        iv. Timeline
            a. December—Look at the ideas
            b. January—Finalize
            c. February—Obtain feedback
            d. March—Take feedback and finalize
        v. Will proposed using the December Professional Development days to work on the technology plan
        vi. Sub-committee leaders were appointed
        vii. Need to have members not at the meeting decide on the committee they want to be a part.
    b. AVP of IT Position
        i. There has been another round of candidates for the position and it seems that the committee is active and moving in the direction to fill this position
        ii. Once the position is filled, the AVP would have a vested interested in the technology plan

V. Adjournment, 4:00 pm
    Motion to adjourn
    Happy Thanksgiving