

Community College *of* Philadelphia

TECHNOLOGY COORDINATING COMMITTEE MINUTES

MEMBERS: 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 Miller, Will Miller, Sean Morris, Mavis Pogue, Eric Shannon, Yusefa Smith, Vijay Sonty, Jason Stein, Kelvin Veale, Chris Wieman, James Zelenak

ATTENDEES: Rikki Bardzik, William Bromley, Cory Budden, Pam Carter, Sonny Chang, En Davis, Susan Hauck, Marsia Henley, Beth Hicks, James Landers, Calion Lockridge, Fran Lukacik, Peter Margolis (guest), Will Miller, Mavis Pogue, Eric Shannon, Vijay Sonty

Agenda: 12.16.2020 | 2:31p | Zoom Meeting

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

- II. Welcome Vijay Sonty, the new Associate Vice President of Information Technology
 - a. Vijay acknowledged the welcome and indicated that he was excited to be part of the TCC. He feels the team has been doing a great deal of work. He wants to be a resource to the committee and is looking forward to working with everyone. He has looked over the existing technology plan and recognizes that there is work to do but feels confident that we will be able to get everything accomplished.

- III. Approval of November 18, 2020 Minutes
 - a. Review of the minutes and there were no changes.
 - b. Motion to accept minutes as is – 1st Sue Hauck 2nd Mavis Pogue and approved this unanimously

- IV. Old Business
 - a. Welcome guest Peter Margolis, Director of Online Learning
 - i. Peter was part of the last revision of P&P 14 and would like to be part of the process of this revision.
 - b. Memorandum No. 14 Standards for Distance Education Courses
 - i. Sue Hauck reported that she has been and continues to make the recommended changes from the TCC to the Memorandum No. 14.
 - ii. Sue and Peter have reviewed the recommended changes and some are going to take further thought.

- iii. Sue will be working with a smaller work group and present changes from the smaller committee to the TCC at a future meeting.
 - iv. Pam reported that there was extensive feedback given by the TCC committee. She recommended that a smaller group may be able to finalize what was discussed and bring their recommendations to the TCC.
 - a. Pam asked if everyone agreed with the suggestion or had other thoughts.
 - b. Committee members were in favor of this strategy.
 - c. Pam indicated that if anyone wants to be part of the smaller work group to please contact Sue.
- c. Feedback Strategy
- i. Pam reinforced that the role of the TCC is to make recommendations. It is important to obtain feedback from different stakeholders before the TCC makes an official recommendation to the IWC.
 - ii. Pam asked the committee who they felt the key stakeholders are to obtain feedback.
 - iii. Pam suggested that a best practice is to identify the key administrators first to prevent double backing.
 - a. Suggestions included:
 - (1) Pam recommended the Academic Student Success Council
 - (2) Pam also recommended a faculty forum
 - (3) Mavis suggested marketing
 - i. Sue indicated that there is not a marketing piece in the policy, but good to think about. There is also a member from marketing on the committee.
 - ii. Pam reminded the committee that the VP over Marketing and Communications is currently the VP of Enrollment Management.
 - 1. Enrollment Management may be interested in this policy.
 - (4) Sue suggested the Academic Council and the Cabinet and reinforced the need for faculty feedback.
 - (5) Pam indicated the last step would be open forums for anyone to provide feedback.
 - iv. Mavis suggested if the Policy subcommittee could be the same subcommittee that has already been formed under Sue's leadership.
 - a. Pam reinforced that the Policy committee needs to meet and report by the next meeting.
 - b. Sue asked to let her know by 12/22 if you are interested in participating in the discussion. The subcommittee will need to meet the first week of January to be able to present their recommendations at the January TCC meeting.
- d. Technology Plan Status
- i. Pam indicated that subcommittees are being finalized

- ii. Pam asked Vijay to comment. Vijay stated the committee did a great job with putting the shell together, there is a lot of good information, and that it is important that the plan be actionable.
- iii. Vijay let the committee be aware that he has had experience with developing technology plans in different industries. Based on the subcommittees he felt he could contribute most to emerging technology, administrative systems, infrastructure and data security, and data reporting. He wanted to know how committee members are contributing to the document.
- iv. Pam asked the subcommittees to report on their progress.
 - a. Pam, the data reporting subcommittee did not meet
 - b. Mavis, the technology professional development and emerging technology subcommittees met and are beginning to make recommendations.
 - (1) In emerging technology three types of technology were discussed. The next meeting is scheduled for January.
 - i. Infrastructure
 - ii. Collaborative tools for faculty
 - iii. Nudging technology
 - (2) In technology professional development the subcommittee discussed the need to offer an orientation for students as well as an orientation for faculty where they can continue to develop their skills both online and in the classroom.
 - i. Will has already made changes and included a summary of the group's discussion.
 - c. No other subcommittees met.
 - d. Pam indicated that we are not much farther along. She recommended that individuals go through the document to develop ideas based on the goals and formulate recommendations for your actionable items for your subcommittee. Thus, we can get something substantive done between now and the next meeting.
 - e. Pam suggested:
 - (1) Meet as subcommittees
 - (2) Contribute individually and then come together
 - (3) Work through email
 - f. Pam would like an update from each subcommittee by the next meeting.
 - g. Vijay indicated that this suggestion is a good starting point if all the seven subcommittee meet and put in their notes. Please keep in mind the College's strategic plan and five pillars. When all the ideas are included, we need to come up with a timeline and determine what we can accomplish given the resources that we have. He will send his thoughts and recommendations to each of the leaders of the subcommittees.
 - (1) Pam indicated there are now 6 pillars and will make sure there is an updated document available.

h. Updates need to be completed by end of day on Jan 14th. Review of the recommendations starts Jan 15th. TCC meeting Jan 20th. Pam will remind us of these dates.

(1) Mavis asked if you can't attend her subcommittees to please update the document and also send the subcommittee your changes.

v. Feedback strategy

a. Pam indicated we should proceed similar to what was discussed for P&P 14.

b. Start with the cabinet first, then float, marketing, IT, facilities

c. End with open forums for the College

vi. Pam suggested establishing subcommittee group place holder meeting times or if it was best for subcommittees to just determine when to meet.

a. Multiple conversations

b. Leads should think ahead and establish some meeting time before calendars get filled.

V. New Business:

a. En suggested that since we are going to be focusing on diversity and inclusivity that we should model this by using pronouns in our Zoom meeting.

i. En recommended this link to learn how to add pronouns

https://www.youtube.com/results?search_query=zoom+pronouns+pax

ii. Pam indicated to please consider the request and respond accordingly.

b. Sue brought up Single Sign-On. Bill mentioned that IT was working on Single Sign-On with Canvas for some time and hopes to go live when we return from break. He mentioned that we already use Single Sign-On with 12 other products. Sue indicated that they were looking at Jan. 17th/18th to go live.

i. Bill informed us that when individuals logon directly with Canvas they miss many important announcements.

ii. Sue indicated that we will be receiving information about the change.

c. Mavis asked if the College would be exploring Canvas Studio.

i. Sue said they looked into it; Canvas Studio is a repository for video

ii. Mavis mentioned the Google products.

iii. Sue said we were a Microsoft shop.

iv. Sue also mentioned to use one drive for a file repository.

v. Vijay suggested creating a webpage as a resource for faculty and students.

VI. Adjournment, 3:30 pm

Motion to adjourn 1st Sue 2nd All

Please have a wonderful and safe holiday as well as break