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, Susan Hauck, Marsia Henley, Beth Hicks, Allan Kobernick, Gim Lim, Fran Lukacik, Will Miller, Sean Morris, Mavis Pogue, Eric Shannon, Yusefa Smith, Vijay Sonty, Kelvin Veale, Chris Wieman, James Zelenak

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Agenda: 2.17.2021 | 2:32p | Zoom Meeting

I. Call to Order
   a. Meeting was called to order by Pam Carter at 2:33pm
   b. Attendance was taken

II. Approval of January 17, 2021 Minutes
   a. Review of the minutes and there were no changes.
   b. Motion to accept minutes as is – 1st Beth Hicks 2nd Mavis Pogue and approved unanimously

III. Old Business
   a. An update of Memorandum No. 14 Standards for Distance Education Courses was provided by Sue Hauck.
      i. The team met in January. Two points are of importance.
         a. 50% has been added to the policy as defining the teaching time for online synchronous and asynchronous teaching to be incompliance with the PHEAA regulations.
         b. Some faculty feel that certain online courses need to include some face-to-face proctored exams as the only way to maintain academic integrity. Middle States requires that the College informs students if an online class has a face-to-face component. Sue inquired with individuals involved with Banner to see if a notification can be included so students are aware of the face-to-face component when registering. She was told no by John Jones.

(1) Beth Hicks would like to explore this more with Sue. She feels there may be options with the attributes to make students aware.
(2) Sue indicated another alternative is for this information to be included in the public syllabi. The public syllabi need to be updated. Sue's area is looking into using AEFIS to assure public syllabi are updated.
   i. Pam questioned if attributes are used would online classes need different attributes, such as PROC (proctored). Pam is concerned that most individuals who register for online classes/programs would not think they need to come to campus. If the program is advertised as fully online, this would not be honest. She indicated we need to check on the higher ed standards for online classes/programs.
   ii. Sue reinforced that we don't want to be dishonest. Students need to be alerted of this requirement. How this happens has not been determined. Also, the issue with programs is if one course requires coming to campus there may a section that does not. This would allow students to register for that class. If there is only one course with one section requiring a campus visit that may designate that the program as not fully online.
   iii. Mavis stated if the course/program is not fully online it needs to be listed as hybrid or blended.
   iv. Sue stated this was discussed at a previous TCC meeting. Faculty are often willing to work with students to provide alternatives for extenuating circumstances if they are unable to come to campus.
   v. Eric commented that the out-of-date pubic syllabi has come up in other meetings. Eric questioned if there will be a system in place where the syllabi are updated on a regular basis.
   vi. Sue mentioned looking into using AEFIS as AEFIS has a syllabi module. She has been exploring AEFIS and she has set up a meeting with AEFIS to discuss. This will be a big job as it will be required for all courses, not just online courses. She reinforced that they are working on this issue.
ii. Next Steps Memorandum 14
   a. Pam indicated that we need to start sending out the draft of the memorandum. Since it is Feb. and the last TCC meeting is May, Pam asked if the draft was ready for feedback as continued changes will need to be made as feedback is obtained.

b. Sue stated that the document is ready. She uploaded a cleaner PDF version of the policy with the changes to the TCC folder. She will add the word version so that all the changes can be seen.

c. Pam asked for next steps suggestions. Previously there was discussion about sending it to Academic and Student Success Council (Deans, Associate VP of Student Success and the VP).

d. Vijay suggested that we clean up the document more before it is sent out.

e. Pam affirmed that the memorandum will then be sent out in March to the targeted group, April to the larger group making it less than a month to finalization in May.

f. Yusefa and Mavis felt if Sue was ready to obtain feedback that the that the document was ready for feedback.

g. Pam took a vote and the majority agreed to send the memorandum to the council for the first phase of feedback.

b. Technology Plan Status

   i. Pam stated that the strategic plan writing group met once. A new revised clean version of the technology plan is posted.

  ii. The writing committee was able to make changes to the education portion of the document. The group took future items and placed them under the goals. Pam then collapsed the goals into higher level action items.

 iii. Pam shared the plan and reviewed the changes the group made. She noted the writing committee added a sixth pillar and cleaned up the language. Also updated the divisions and positions to be in line with the College's restructuring. Kept the chosen name policy in the education section as this is a frequently asked question. Areas in yellow denote information to obtain.

    a. The writing sub-committee consisted of William Bromley, Pam Carter, Beth Hicks, Yusefa Smith, and Kelvin Veale.

    b. Bill indicated the material that was taken from the education section and moved to the goals is what still needs the most work.

 iv. Technology Goal 1 – Provide access to technology and technology services that support the student experience.

- Develop and deploy a data analytics strategy to enable data informed decision-making in all areas of enrollment management.

- Investigate and implement technology solutions to facilitate enhanced communications and interactions with students, advisors and counselors.

- Research, evaluate, and promote innovative uses of academic technology, including the development of roadmaps to guide faculty and student adoption of innovative technologies.

    (1) Good Example –There were 5 or 6 entries dealing with technology. All the entries were combined into one overall action item.

- Fully implement the College assessment tool to enable efficient and effective assessment data collection, analysis, reporting, and close-the-loop activities.

v. Technology Goal 2 – Provide access to technology and technology services that support workforce development, readiness, and economic innovation.
- Implement systems and procedures that enable broad access to industry and employer data in support of workforce programs, curriculum development and maintenance.
- Review and refresh as needed Career Connections technology to effectively support student access to up-to-date career data, effective employer-student connections, and student employment and other work-based learning experiences.
    (1) These action items did not need much alteration.

vi. Technology Goal 3 – Provide access to technology and technology services that support external and internal community relations.
- Develop and implement a strategy for managing the relationships between ITS and its user base across the College.
- Fully implement a scheduling system to provide college-wide calendaring and event optimization.
    (1) These action items did not change much.

vii. Technology Goal 4 – Provide access to technology and technology services that support having world-class facilities at the College.
- Audit existing ITS infrastructure, services, and support to determine current status relative to industry standards and best practices to define and implement plans for improvement.
- Develop a BYOD strategy for integrating personally owned devices through a secure methodology to the college WAN.
- Ensure secure computing and networking environments utilizing technology, training, and procedures within the College and through remote access.
    (1) This had separate entries on training and secure technology.
- Implement college-wide hardware and software technology purchasing process to ensure compatibility and avoid duplication of competing products across the enterprise.
- Develop a collaborative process to evaluate existing applications and recommend standardization on core product functionality independent of areas.
- Research, evaluate, and implement Virtual Desktop Infrastructure (VDI) and cloud computing strategies to support classroom and administrative technology needs.
- Annual report examining two or three technologies recommended for College review and consideration.
    (1) This was an area that had a great deal of collapse and there are still a number of entries.
    (2) The goal is the review the action items first and then look at the unit(s) responsible.

viii. Technology Goal 5 – Provide access to technology and technology services that support fiscal stability and sustainability.

- Expand the use of Document Imaging to assist in managing, searching, and archiving digital assets.
- Establish, staff, and determine the operations of a college-wide data governance structure.
- Review and map workflow processes and fully document details through a central repository.
- Enhance self-service technologies for student success data access and reporting.
    (1) May need to come out.
- Develop and implement data systems to support internal knowledge sharing about local businesses, organizations, philanthropies and community groups.

ix. Technology Goal 6 – Provide access to technology and technology services that support a diverse, equitable and inclusive environment at the College.
- Develop a professional development plan to establish baseline standards for technology competency and training for all FSA employees.
    (1) FSA = Faculty Staff Administrators
- Research and implement an information system to track employee professional development across the College.
- Formulate detailed Web Accessibility Plan in accordance with District Web Accessibility Policy and the recommendations outlined by WCAG 2.0AA Standard.
- Develop and collect standardized diversity, equity and inclusion metrics for College-wide data reporting.
    (1) This was the new pillar around a diverse, equitable and inclusive environment.

x. Next Step Questions
1. Please review the document. Determine to keep at a high level or have sub topics for more details and how detailed we need to be.
    a. Pam mentioned that other areas of the College have their plans, but should look to this plan for guidance around technology. This is especially for larger areas. Plans need to be in alignment.
    b. Reviewing the clean copy will help determine if everything is covered, what items are missing, or if more content needs to be removed. This copy gives the TCC a place to start from a fresh perspective.
2. Vijay felt this was a good start. Determining the units responsible will provide more details for the levels to accomplish. He likes what he is seeing.
3. Sue mentioned that her group was looking on IT related policies, possibly new or revised policies. For example, since working remotely are their policies that we need to think about relating to technology, devices, files, etc. She inquired based on how the plan is laid out where would policies be included.

      a. Pam felt this was a good point and something that we need to think about.

4. Pam requested as we review the document to make comments versus changes to the actual document. The goal by the next meeting is to have a document that we can finalize so we can start to get feedback as we will be making revisions from the feedback received.
   a. Vijay wanted to know how soon the unit(s) responsible would be added.
   b. Pam suggested as we review the document to include the unit(s) responsible. We would finalize from there. For this area we can type in the document.
   c. Vijay stated that multiple units could be responsible. The next assignment for the committee would be to look at the action items and determine who is responsible. At the next meeting the units responsible could be cleaned up.
5. Pam is requesting for all to review and make comments by March 5th. When we return from spring break, review the changes in preparation for the March 17th meeting.
6. Vijay asked if there would be a time line for each area.
   a. Pam felt we should leave it at a high level.

IV.   New Business
    a. There was no new business
V.   Adjournment, 3:26 pm