Community College *of* Philadelphia

AGENDA
Technology Coordinating Committee
April 21, 2010 2:30 p.m.
B2-26

I.   **Call to Order**

II. **Attendance**

III. **Approval of past minutes – February 17, 2010**

IV. **Unfinished Business**

  a. Banner 8 upgrade (Calkins)
  b. Accountable printing solution (Bromley)
  c. Distance Learning sub-committee (Margolis)
      i. discussion of "Guidelines" and P&P 14 (Jones and sub-committee)
      ii. discussion of Course Management system (Jones and sub-committee)

V.   **New Business**
  a. Institutional e-mail: in-house versus vendor-hosted
      i. student—signing into account through MyCCP versus direct login; synching to mobile devices; "sent folder" documentation; other.

ii. staff—synching to mobile devices (Groupwise); signature block; "sent folder" documentation;

iii. legal issues re: e-discovery, archiving and retrieval

iv. communication to faculty and staff regarding e-mail documentation issues

VI. Adjournment