Community College of Philadelphia
Meeting Minutes

Technology Coordinating Committee
May 19, 2010 B2-26

Committee Members Present:

Federation Delegates		Administrative Appointees	
Ruth Baker		Bhavesh Bambhrolia	P
Frank Bartell	P	Jody Bauer	P
Heidi Braunschweig	P	Gary Bixby	P
Arnold Di Blasi	P	Bill Bromley	
Connie Dauval	P	SK Calkins	P
David Freeman	P	Ellen Fernberger	P
Dominic Isabella		Tom Hawk	P
Noelia Rivera-Matos	P	Sam Hirsch	
Melissa St. Pierre	P	Luke Kasim	P
Karen Schermerhorn	P	Linda Konicky (A)	
Maryann Yannuzzi	P	Aimee Hagedorn (A)	P
Steve Jones	P	Maryann Lyons (A)	
Dominic Isabella (A)		Peter Margolis	P
		Jim Spiewak (A)	
		Jermaine Williams (A)	P

Guest:
Jill Weitz

I.   *Call to Order – 2:35,* **Jody Bauer**

II.   **Attendance –** please see above

III.   **Approval of past minutes – April 21, 2010**
   Jody Bauer suggested changes to minutes be e-mailed at a later date due to the fact that minutes were furnished at the beginning of the meeting and committee members did not have time, prior to the meeting, to review.

IV.   **Unfinished Business**

   a.   **Institutional e-mail: in-house versus vendor-hosted**
   Jody Bauer provided information on background of the transition from hosted email service to outsourced email service for students which has impacted MyCourses. Impact: Faculty and Students are no longer receiving a "sent" copy of email messages initiated from within MyCourses. She introduced the option of moving all faculty and staff to Google Mail but was very transparent about the potential impact. Some potential impacts mentioned by **Bauer** were the capability of retrieving deleted e-mails, storage concerns, and issues with the sent folder.
   Arnold Di Blasi asked if Portal and Google Mail are the only two options.

i. **student—signing into account through MyCCP versus direct login; synching to mobile devices; "sent folder" documentation; other. And**

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

Arnold Di Blasi suggested faculty could build their own list of student e-mails based on class roster. He also suggested a student e-mail directory.

Jody Bauer stated the College once had a student e-mail directory but it was public and therefore canceled.

Arnold Di Blasi suggested a student e-mail directory in the Portal.

SK Calkins mentioned the possibility of utilizing a data form summary and that she would look into this idea. **Heidi Braunschweig** and **Melissa St. Pierre** agreed to work with **Calkins** on the functionality of this idea

Melissa St. Pierre stated that asking instructors to create a student list for all of their courses is an unreasonable request because of the time associated with the task.

Frank Bartell mentioned this list would need to be updated weekly.

Heidi Braunschweig stated it is more important for students to have a sent box.

Arnold Di Blasi brought up the issue of students being able to synch mobile devices. He proceeded to discuss his experiences where several students have asked him why they are unable to synch.

Bhavesh Bambhrolia stated that access to MyCCP from a mobile device depends on the browser.

Arnold Di Blasi asked if synching is important.

Frank Bartell brought forward the idea of having students forward e-mail to an outside account.

Arnold Di Blasi informed the committee that forwarding e-mail to an outside account becomes an issue because students reply from that outside account, which is not a CCP account.

Bhavesh Bambhrolia stated that representatives of the College should not reply to e-mails from non-CCP accounts because of FERPA implications.

Steve Jones proposed that this would be a good topic to survey students about. Students could be asked about the importance of synching and what the best, non-ideal, scenario is for them.

Arnold Di Blasi suggested we gather information from other IHEs that have implemented Google Mail.

Melissa St. Pierre suggested an alternate Learning Management System (LMS)
Bhavesh Bambhrolia mentioned the Academic Check-Up functional spec that has yet to be delivered to ITS. He mentioned that Academic Check-Up would provide faculty with a student e-mail list and a visual of attendance with the option to e-mail students.
Jody Bauer informed the committee that this would be far down the line.
Steve Jones recommended forming a smaller group (i.e., subcommittee) to further address and pursue all issues, concerns, and challenges that have been brought up regarding student e-mail capabilities.
Tom Hawk stated that the committee's current approach seemed fragmented and was in need of a unified vision. He stated that the College needed a universal Course Management System (CMS). **Tom Hawk** also stated that the next facilities master plan is being formulated and there is on going discussion regarding monies for buildings versus technology.
Jody Bauer said that she is unsure if people realize the infrastructure capability of the College and that we need to actively pursue the direction seen as most beneficial.
Heidi Braunschweig asked if everything could be coordinated into one CMS.
Tom Hawk mentioned the money could most likely be secured but the more pressing issue was to further think about and identify the direction.
SK Calkins presented a brief history of Luminus and embracing the CMS capabilities provided by Webstudy and Luminus.
Steve Jones agreed with **Tom Hawk's** analysis of the situation. However, he also proposed the committee examine the option of big picture planning along with a short term plan to secure current stability.
Jermaine Williams asked if only distance education courses had access to Webstudy.
Peter Margolis answered, stating Webstudy is currently only utilized by Distance Education but it has greater capabilities.
Ellen Fernberger asked if **Steve Jones** was proposing two committees.
Jody Bauer stated there would be one committee to look at the long term CMS solutions.
Steve Jones suggested 5 smaller groups for the next Technology Plan.
Arnold Di Blasi asked about the charge of the current subcommittee. He stated this subcommittee should be investigating what we need from a CMS.
Melissa St. Pierre agreed that subcommittee was charged with researching CMSs.
Steve Jones expressed concern that the subcommittee has too much work.

He proposed having a separate subcommittee to review the CMS issue and stated that he did not believe the current subcommittee was charged with CMS evaluation.
Heidi Braunschweig stated that another committee reviewing CMS opportunities seems redundant.
Peter Margolis and **SK Calkins** suggested a subcommittee of the subcommittee. Members would be selected outside the meeting.

iii. **legal issues re: archiving and retrieval**
    AND
iv. **Moving faculty & staff to Google**

Jody Bauer suggested a survey to find out how many people want to transition to Google Mail.
Melissa St. Pierre stated she would need more information in order to make an informed decision regarding her desire to transition to Google Mail.
Jody Bauer stated the underlying issue is keeping data where we feel it is secure and agrees the topic needs further conversation.
Heidi Braunschweig asked what other IHEs are doing.
Jody Bauer stated that is she familiar with what several other IHEs are doing and that the transition to Google Mail leaves the College susceptible to outside forces. She proposed the idea of providing more information to the group at a later date. She also stated that in any electronic mail solution, the legal issues of archiving and retrieval of email must take precedent.

V.   **New Business**

a. **Social Networking Section addition to AUP #307 (Bauer/Weitz)**
Jill Weitz stated that social networking policies are not new for IHEs but that is has become necessary to be more specific. Accessing and utilizing social networking sites may have implications for the College. **Jill Weitz** identified some major issues as copyright infringement, defamation of a College official, and defamation using employee status at the College.
Heidi Braunschweig and **Melissa St. Pierre** stated that the bullets (i.e., in the guidelines) do not clarify that employees are the target population being referenced.
Jill Weitz stated that the document is currently being reviewed.

Melissa St. Pierre asked if there was a standard release for students to be in videos.
Jill Weitz stated she does not currently have one for videos but could draw one up.
Bhavesh Bambhrolia asked for clarification on the definition of proprietary information.
Jill Weitz asked for clarification.
Bhavesh Bambhrolia introduced an example that identified him as writing specs for Banner. During this spec writing process, he must talk with individuals at other IHEs about the project he is working on for the College. Would this be violating rules the College has about proprietary information?

This item was tabled for further review of the language. Suggestions from the members will be incorporated into the document over the next month to ensure the language is clear concerning Social Networking within the work environment.

b. Student identity verification in online courses (Margolis)
This item was tabled due to the late hour.

VI.   Adjournment
Meeting adjourned at 4:00pm