Community College *of* Philadelphia

MEETING MINUTES
Technology Coordinating Committee
10-20-2010
2:30 p.m. B2-26
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

2010-11 Committee Members Present:

Federation Delegates

Ruth Baker	P
Frank Bartell	P
Heidi Braunschweig	P
Diane Freedman	A
Steve Jones	P
Noelia Rivera-Matos	P
Melissa St. Pierre	P
Karen Schermerhorn	P
Nicole Vadino	A
Ted Wong	P

Administrative Appointees

Bhavesh Bambhrolia	A
Jody Bauer	P
Gary Bixby	A
Bill Bromley	P
SK Calkins	P
Arnold DiBlasi	P
Ellen Fernberger	P
Tom Hawk	P
Sam Hirsch	P
Allan Kobernick	P

Alternates Present:

Administrative Alternates		Federation Alternates	
Aimee Hagedorn	A	Emile D'Amico	A
Linda Konicky	A		
Maryann Lyons	P		
Peter Margolis	P		
Jim Spiewak	A		

Guests Present:

Jill Garfinkle-Weitz

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I. **Call to Order**
   a. Called to Order at approximately 2:35

II. **Attendance**
   a. Obtained via signature – see Page 1 for indicator of P/A activity.
   b. Announcement Informational Item (Bauer)
      i. Co-chair was notified that Diane Freedman would be unable to continue with her committee appointment.

III. **Approval of minutes**
   a. Discussion: Approval of minutes from September 2010 – no revisions suggested
   b. Action Item: Minutes Approved – unanimously approved

IV. **Election of 2010-11 Co-Chair**
   a. Motion to elect Melissa St. Pierre as 2010-11 Co-chair; Motion Second received
   b. Action Item: Melissa St. Pierre unanimously voted as 2010-11 TCC Co-chair

V. **New Business**
   a. AUP #307 Social Networking Section (Weitz/Bauer) – 'Social Networking Language Draft #4 6-5-2010'

      i. Opened to floor for discussion:
         1. Question: "Is IM to be addressed?"
         2. Response: "Footnote on page 1 of draft addresses IM."
         3. As the discussion progressed, multiple questions concerning Facebook and the changes lost between version 4 and 5; i.e., loss of clarity in opening paragraph.
         4. Suggestion from the floor: Setup a working group to revisit this issue in a more collaborative manner.
         5. Jill Garfinkle-Weitz reminded the committee that most of this topic is covered within the current AUP #307. This section was an attempt to pull social media out for further clarification. The intention is to remind

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individuals that they should not use work email addresses for personal interactions within any social media environment.

6. Questions concerning the difference between what is acceptable for teaching & learning and personal use of social media.

7. Action Items: (a) Hold on current version of the Social Media section and (b) form a sub-committee for crafting of a 'clear' policy.
    a. Sub-committee volunteers: Ruth Baker, William Bromley, Arnold DiBlasi, Allan Kobernick, Noelia Rivera-Matos,
    b. Determination of a social media section addition to AUP #307 for review by the TCC.

b. <u>"Seat time" accountability: How to prove that each week of a 15-week online course constitutes 3 hours of instructional time. (Margolis)</u>

    i. Informational Item
        1. General discussion concerning the authentication process for WebStudy. It was suggested that a statement added to the login page be crafted to alert students that "it must be the student logging into and using the course".

c. <u>Formation of work groups based on technology of the future issues (Bauer)</u>

    i. Item continued from September 2010 meeting. See page 4 of Sept 2010 minutes for listing of ideas generated.
    ii. Suggestion from the floor: What groups/topics can be combined then sub-groups formed to tackle the topics.
    iii. A review from Dr. Hawk concerning the upcoming visit by consultants that will be assisting with next Facilities Master Plan.
    iv. Action Items:

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1. Sub-committee volunteers: Ruth Baker (convener), Heidi Braunschweig, Arnold DiBlasi, Allan Kobernick, Ted Wong,
2. Recommendation that the sub-committee redefine/restructure the "list" of topics.
3. Dr. Hawk suggested that field trips may be necessary and the sub-committee should explore possible sites.

VI.   Adjournment

a. Meeting Adjourned at approximately 4:30
b. Next meeting November 17, 2010 @ 2:30 room B2-26