

# Community College *of* Philadelphia

**Minutes**  
Technology Coordinating Committee  
12.15.2016 2:30 p.m.  
**B2-38**

**2016-17 Committee Members Present (P):**

<b>Federation Delegates &amp; Alternates</b>	
Heidi Braunschweig	
Will Esposito	<b>P</b>
Sarah Iepson	<b>P (chair)</b>
Dawn Janich	<b>P</b>
Nikki Karam	
Amy Lewis	
Fran Lukacik	<b>P</b>
Craig Nelson	
Sean Sauer	<b>P</b>
Ron Shamwell	
Ed Baker (A)	
Will Miller (A)	<b>P</b>
<b>Administrative Appointees &amp; Alternates:</b>	
Nicole Armezzani	<b>P</b>
Jody Bauer	<b>P</b>
Gary Bixby	<b>P</b>
William Bromley	<b>P</b>
S.K. Calkins	<b>P</b>
Pam Carter	<b>P</b>
Ellen Fernberger	<b>P</b>
Susan Hauck	<b>P</b>
Jason Stein	
Jameas Zelenak II	<b>P</b>
Rikki Bardzik (A)	
Allan Kobernick (A)	<b>P</b>
Gim Lim (A)	<b>P</b>
Peter Margolis (A)	
Jim Spiewak (A)	

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## Minutes

Technology Coordinating Committee

12.14.2016 2:30 p.m.

**B2-38**

- I. **Meeting Called to Order at 14:35 By Sarah Iepson**
- II. **Attendance**  
*See page 1 of this document.*
- III. **Approval of minutes**
  - a. *Minutes from 11/16/2016*  
***ACTION: Approved YES 17, No 0, Abstain 0***
- IV. **Business**  
***Thank you to Dawn for the GREAT BROWNIES!***

General Discussion topic on Technology Plan development  
KNOWLEDGE

Reminder that the Student Success Pillar is paramount.

A question concerning the timeline of the plan – Futuristic – looking toward 2025; The City's College 2025.

Allan reminded the committee at that the last meeting we began a discussion about what should be in the Technology Plan and found great input value from the participants.

Statement that the College lacks training materials for employees. These should be simple to access and easy to use. Searchable repository.

The same type of resource should be developed for students. "They need to have an introduction to basic technology before they start with CIS 103." A need for introductory sessions for students is a must so they can navigate the system to succeed.

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Canvas was mentioned and it was discussed that Instructure has many videos for students on how to use Canvas if they search through the Canvas Help feature.

The “walk to class” was discussed from a profit/online perspective in how some schools are making sure the students are prepared for the path through education.

It was stated many times that many of the students do not have the infrastructure needed at home; no computer, no internet access.

IR just published a Digital Divide survey to students. Unsure of the response release date but will ask IR because it may add value to our discussions within the TCC.

Knowledge = Infrastructure

Resources must be made available to students, faculty and staff when they start the process of entering the College as an applicant or an employee then maintained throughout their stay as new technology and processes emerge.

Determine the alternative approaches to communication to all cohorts.

A discussion of the FYE courses and what they bring to this mastery of skills for new students.

Improve the dissemination of knowledge to everyone.

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Recommend a body that is responsible for a knowledge management system that includes all cohorts within the institution. Detailing the maintenance responsibilities; business importance.

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## Knowledge questions for the next Technology Plan

- What are the communication methods that engage most staff, faculty and students? How do we foster communication concerning technology?
- What are we communicating about the technology knowledge within the institution?
- How do we ensure that all cohorts are being exposed to the latest technology in our learning environments?
- How do we ensure that we are meeting the technology needs of the current and future student?
- How do we ensure we are meeting the needs of the learning environment of the future? How do lecture capture and social media play into the learning environments of tomorrow? How does the Second Screen enhance learning?
- What type of repository would be beneficial to users for training guides?
- How does the support infrastructure impact the use and demand for technology?
- Managing Codified Knowledge Article  
<http://web.cba.neu.edu/~mzack/articles/kmarch/kmarch.htm>  
Treating Knowledge as an organizational asset. PDF version located in our TCC\_16-17 People Group files section.