FOOTHILL COLLEGE
Technology Task Force Meeting

MINUTES

Date: 11/12/14   **Time:** 2:00-3:00 p.m.   **Location:** Altos Room (2019)

Attending

Judy Baker, Pam Eberhardt, Pam Grey, Andrea Hanstein, Kevin Harral, Nicole Ramsey, Steven McGriff, Joe Moreau, Paula Schales, Lori Silverman, Susan Traynor Teresa Ong, Mario Ramos, Pam Wilkes

Discussion Items

1. **Welcome and introductions**
2. **Approval of past meeting minutes** (October 8, 2014: http://www.foothill.edu/president/ttf.php)
3. **Announcements**
4. **Tech Task Force goals for 2014-2015**
5. **Tech Projects Clearinghouse: Group sharing of campus tech project/purchasing plans by guest attendees**
6. **Foothill College Tech Plan for 2015-2018**
   - What functionality does the campus want in terms of technology?
   - Preparation for writing plan - workflow plan; delegation of responsibilities; timeline
7. **Foothill College website redesign**

Discussion Detail

1. **Welcome and introductions**
2. **Approval of past meeting minutes** (October 8, 2014: http://www.foothill.edu/president/ttf.php)
3. **Announcements**
   1. From the ETS-ETAC meeting, an update on OEI was presented with services rolling out to Foothill and available to all with no payment needed. The services will be for online students with a readiness assessment as a validated instrument to use in checking student readiness for online coursework. Everyone at Foothill will have access and the outcomes

include more transparency and a Town Hall meeting on purchasing, security and other issues.

2. A second topic from the ETS-ETAC meeting was a preview of Office 365 for staff and faculty use, which is to be purchased by ETS. The roll out date is uncertain at this time, but no earlier than Spring or maybe Fall term 2015. Those interested in more information can search for Office 365 on the web. There are some migration issues still to review about moving from Outlook and other programs that are currently in use.

3. A review of the Acceptable Use Policy was also done at the ETS-ETAC meeting and volunteers were requested to sign up for a committee to look at information security.

4. A new tech plan will be written, to be based on desired functionality and other concerns

5. There is a need to double up for writing this plan, please see Judy Baker to discuss and review faculty needs.

4. **Tech Task Force goals for 2014-2015**

   1. TTF will act as a clearinghouse for all technology related projects across campus for the purpose of minimizing duplication of effort and achieving software/equipment discounts with bulk purchases and/or site licenses.

   2. Help campus community to embrace the tech purchasing process and make informed decisions

   3. Help campus groups distinguish between the consumption of "consumer" versus "enterprise" versions of products and services, and the pros and cons of both.

5. **Tech Projects Clearinghouse: Group sharing of campus tech project/purchasing plans by guest attendees**

   - GOALS: duplication of efforts, purchases that could have been shared, "silos" to be changed with people to "sunshine what they're doing to increase value to the campus"

   - Embrace tech purchasing, need to consult district & FH ETS, even without consulting their own supervisors – some waste & inefficiencies results

6. **Foothill College Tech Plan for 2015-2018**

   - What functionality does the campus want in terms of technology?

   - Preparation for writing plan - workflow plan; delegation of responsibilities; timeline

7. **Foothill College website redesign** - tabled