



FOOTHILL COLLEGE

Technology Task Force Meeting

MINUTES

Date: 11/13/13

Time: 2:00-3:00 p.m.

Location: Toyon Room (2020)

Attending

Judy Baker, Lisa Drake, Asha Harris, Kurt Hueg, Akemi Ishikawa, Gay Krause, Sherri Mines, Joe Moreau, Teresa Ong, Nanette Solvason, Susan Traynor, Chris White

Discussion Items

1. Welcome and introductions
2. Announcements
3. Update 2010-2015 Foothill College Technology Master Plan
4. Updates from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)

Discussion Detail

1. Welcome and introductions
Committee members went around the room to introduce themselves. TTF welcomed any suggestions for alternate meeting days and/or times that would be more convenient, and that would allow for greater attendance.
2. Announcements
Online Education Initiative Grant: The Foothill-De Anza Community College District, in partnership with the Butte-Glenn Community College District, will take the lead in the redesign of online education system support for California community colleges. The grant begins on December 1. Town hall meetings about the grant project will be held on both Foothill and De Anza campuses, possibly on Wednesday and Thursday of next week. Project funding, employment opportunities, planning for various operational functions, formation of steering committees, taskforces, etc. will be among the topics for discussion. On behalf of TTF, Judy Baker congratulated Joe Moreau, who oversaw development of the grant proposal. In turn, Joe Moreau, thanked Judy Baker for her contribution of success rate data and information that demonstrated the importance of Foothill College's leadership role in the grant project.
3. Update 2010-2015 Foothill College Technology Master Plan
(http://foothill.edu/staff/irs/ESMP/docs/EMP2010/Foothill_Tech_Plan_11.9.10.pdf)
 - a. As a 5-year plan written 4 years ago, TTF members agreed that the Foothill College Technology Master Plan is a document whose technology references and some procedural content is outdated. Several suggestions were made to update the plan more often than every 5 years, but the committee was reminded that the document was initially created as a 5-year plan to remain consistent with the college's Educational

Meeting minutes will be archived online via Group Studio for TTF and at the TTF webpage at:
<http://www.foothill.edu/president/ttf.php>

Master Plan. Therefore it was recommended that the Foothill College Technology Master Plan would remain a 5-year plan with 1-year reviews built in.

- b. Review and update of Foothill College Technology Master Plan, Page 1, Item 2a.
 - Paragraph 1:

TTF discussed how the protocol for technology purchases is made, and how to be more agile by creating a scaled planning process versus a solitary planning process. One procedure does not necessarily work for all situations. It was recommended to follow the Curriculum Committee's model for bringing new ideas forward to get feedback and discuss without impact, before taking action. TTF would like to lower the barriers and formalize the pilot process for those who would like to grow beyond the initial "small" idea.
 - Paragraph 2:

Removal of the word "auxiliary" was suggested. Membership was reviewed and it was assessed that representatives from all groups currently participate in TTF.
 - Paragraph 3:

The committee reviewed its relationship with the Foothill-De Anza Educational Technology Advisory Committee (ETAC). ETAC is the District technology group that ties the college's two Technology Task Forces together and ETAC representatives participate in both TTFs to keep the colleges informed of District wide projects that impact each campus.
 - Paragraph 4:

It was recommended that grammar be reviewed for repetition of words.
 - Paragraph 5:
 - There was discussion and review of the current technology request process. It was recommended that the calendar for the technology replacement cycle be posted online, to help reduce the number of individual queries about the update schedule. It was then stated that the routine requests were not an issue. It is the unconventional or irregular requests that are time consuming to process.
 - Smart classrooms were discussed. It was determined that faculty not only need a designated smart classroom to test new technology during class sessions, but they also need a designated experimental room to test new technology before going into the classroom. The experimental room would also be more accessible to faculty who find it difficult to gain entrance into a smart classroom when it may be scheduled with classes throughout the quarter. KCI was also discussed as a place for faculty to test and experiment.
 - c. TTF meeting time ran out, so committee members were asked to review and update individual sections of the Foothill College Technology Master Plan. Members volunteered for the following:
 - Judy Baker – Page 3, Item 1. Introduction and History
 - Kurt Hueg – Pages 4-7, Item 2. Technology and the Strategic Planning and Budget Process
 - Judy Baker & Kurt Hueg – Pages 7-8, Item 3. Technology and its Role in Supporting Student Learning at Foothill College
 - Joe Moreau – Pages 9-13, Item 4. Infrastructure
 - Asha Harris & Nanette Solvason – Page 14, Item 5. Technology Training
 - Lisa Drake – Pages 15-16, Item 6. Assessment
 - Joe Moreau & Teresa Ong – Page 16, Item 7. Priorities and Positioning for the Future
4. Updates from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)

TTF meeting time ran out, so no report was given. Please go to the ETAC Meeting Minutes page for information: <http://ets.fhda.edu/etac/minutes>.

Meeting minutes will be archived online via Group Studio for TTF and at the TTF webpage at:
<http://www.foothill.edu/president/ttf.php>