



FOOTHILL COLLEGE

Technology Task Force Meeting

MINUTES

Date: 5/13/15

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

Location:

Attending

Judy Baker, Lisa Drake, Pam Eberhardt, Andrea Hanstein, Kevin Harrel, Steven McGriff, Joe Moreau, Nicole Ramsey, Lori Silverman, Susan Traynor,

Discussion Items

Approval of minutes

Updates

- **ETAC - Town Hall sessions**
- **OEI**
- **CMS Options**
- **Website redesign**

New Tech Plan (2015 - 2018) development

- **Tech Plan is a practical outline for identifying, supporting and developing tech initiatives consistent with the College mission.**
- **Development process**
 - o **Develop the plan based on what students, faculty, staff, and administration should be able to do with technology**
 - o **Get input from senates, VPs, Deans, ETS, Media Center, Library, tutoring services, printing services, bookstore, institutional researcher, public info office, Ed Center, etc.**

Discussion Detail

Approval of minutes -- approved

Updates

- 1. ETAC**
 - a. ETAC Town Hall Sessions 2014-2015 are now available from a video archive (go to <http://www.foothill.edu/president/ttf.php>)
 - i. [Technology Purchasing](#) (37 minutes)

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- ii. [Microsoft Office 365](#) (20 minutes)
 - iii. [IT Security](#) (36 minutes)
 - iv. [New Phone System](#) (52 minutes)
 - v. [Online Education Initiative](#) (40 minutes)
- b. New job description for membership in ETAC. Membership is for 2 year terms. The big change in membership desired for 2015-16 is greater faculty representation from Foothill College. Most meetings can be attended via videoteleconferencing.
 - c. ETAC's focus in 2015-16 is the district tech master plan. The District tech plan needs to be directly responsive to college tech plans.
 - d. The difference between ETAC vs TTF was clarified. ETAC is charged with whole district & Central Services while the TTF pertains only to Foothill College. For example: each campus having its own network is duplication of efforts, email server is same. So ETAC works with TTF to coordinate and combine w/DA and Cent. Serv. Therefore ETAC links tech at FH & DA, also when colleges don't have responsibility.
 - e. The District desktop & laptop hardware standards have been revised.
2. CMS options, currently Etudes is current & looking at Canvas. Subcommittee is looking at this, now in hands of Acad. Senate. Confusing now for students, faculty and staff. Judy is sole support now, incoming Heather Garcia is new helper as Inst. Designer. If any questions, please speak. CLARIFICATION: lots of rumors but no decision has been made, Acad. Senate. (see details of new announcement today). Joe: his comments of Judy's packaging of an Etudes course, he says they did a nice job. Pilot version, to... (?? Check audio).
 - a. Sherri: (see audio) does schedule say to students if class is Etudes or Canvas, Judy says there will be no disclosure. (maybe).
 - b. ETS partial integration by Fall, so that grades can be submitted through Canvas in Banner. Hopefully it is in the works.
 - c. Bradley: web report, nothing new, Andrea is working on... ? Joe says invited to a meeting May 29th, discuss RFP redesign for both schools. Might have FH & DA using same design company but not exactly same. FH doing migration to Omni, DA is on Omni but going to Enterprise Server. ...see audio. Bradley: information architecture, responsive design, such as mobile devices are important. He's talked to Chin and convinced him to do...(see audio) So now for enterprise serv., ... Curriculum Cmte has 3CMS, yesterday looked at ... so cmte is looking at new package vs. home grown. "Everything is possible" for homegrown. New packages won't necessarily help, training periods etc. and extra \$\$ for each, w/pros and cons. 3CMS (C3MS?)...tear apart, see audio.
 - d. Lori: NSF grant issues, going to links, has there been talk about updating? Joe responds that David (name?) ... we own 2 powerful tools from Ellucian, one (data warehouse) we haven't implemented it yet. College has agreed to fund... w/institutional research. Needs to be re-architected for streamlining. Therefore you wouldn't need more than initial setup. That's on roadmap and new executive director. They would implement it...it is underway.

3. OEI

- a. ...
- b. ...
- c. ...

4. CMS Options

- a. ...
- b. ...
- c. ...

5. Website redesign

- a. ...
- b. ...
- c. ...

New Tech Plan (2015 - 2018) development

1. Tech Plan is a practical outline for identifying, supporting and developing tech initiatives consistent with the College mission.

- a. On April 15th we had Strat. Capabilities, afternoon was ...Joe's good job of taking notes, asks if people looked over it, Joe's summary. Judy points out last part... (see audio), such as book ref. Before starting on our process, review these. If people can read this on their own, much work put into it and integration, so .. it will be agile then we need to be able to change our tech plan. Or budget shortfall/windfall... Joe suggests that if reading on their own, he and Judy can give context. Such as program review ideas... Joe says ...(see audio) the past has been a shopping list is to instead describe "what we want people to be able to DO" rather than stuff we want to have. Items need to be function-specific (side note). So "in order to achieve these strategic capabilities"... not wanting shiny new object, HOW does it serve faculty students & staff. And what is the exact capability, or do we need to re-write the plan and capabilities?
- b. So trying to find a way to structure and a tool set to evaluate...
- c. Judy: aim is to be able to be SEAMLESS, such as wireless available to anyone. "Seamless and convenient access to network wireless" Then its not the thing talked about, but the capability that's focused on and our mission with the college and program reviews, OPM (?), Judy get something at end and should be... easier process.
- d. Investments of much time, meetings etc. that goes nowhere (side note). So read through it and main message is to look at the bigger picture and not weeds of specific rooms, pieces of equipment, etc.
- e. See Joe's notes... focus groups... dept meetings, overarching statements. Given that as 3 or more year plan, "this is what's important this year". Judy says... (see audio) survey... population, vs. group synergy. Need input from Senates and Leadership to collect...
- f. Brainstorm methods and bc only a few of us, come up with creative ideas for what people really want with concrete examples.
- g. Joe: how could we level-set for everyone? Put together a 3-5 minute video, "these are the kinds of thing, not I hate but specifics". Steve comments similarity to SLO's.
- h. "Infomercial" on Strategic Capabilities, some discussion from Marisa at DA, combined with all groups. Lori: (see audio), breaking down "what drives an individual..." Joe echoes maybe... "unique to one or more..." Lori differentiates between staff, faculty and administrators and very different functions.
- i. Joe: maybe good way to organize... (see audio)
- j. Judy: prioritize not everything on list, but (per Lori) what for each group, not just one faculty. Judy echoes ETS ticket system where number of users ... Sharon: ETS priorities are classroom instruction.
- k. Judy asks what homework is, Steve responds that reading things, think about ways to get input from all campus and all people on their ideas of what (meetings, presentations...) (see audio) .
- l. Judy: please help come up with ideas for this.
- m. Joe: per April 15th: whatever we come up with is easy to update, even annually. But is that's the responsibility, then we much design the plan accordingly to have it in there.
- n. Judy: "Idea Scale", Joe: will find out another "Idea" groupthink collection tool, and debate tools. So not just same group.
- o. Sharon: please don't click multiple users unless it truly is.
- p. ADJOURNED

2. Development process

- a. **Develop the plan based on what students, faculty, staff, and administration should be able to do with technology**
 - i. ...
 - ii. ...
 - iii. ...

- b. **Get input from senates, VPs, Deans, ETS, Media Center, Library, tutoring services, printing services, bookstore, institutional researcher, public info office,**
 - c.
 - d. **Ed Center, etc.**
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EXTRA:

Possible topics

- o Vision, Mission, Goals, Objectives (leverage technology to increase student success)
- o Relationship of tech plan to College Master Ed Plan
- o Role of Tech Task Force
 - § serve as a sounding board for faculty and staff who have a new technology project requests, needs, or ideas
 - § serve as the prioritization committee for periodically prioritizing the Foothill College enterprise-level projects on Educational Technology Services' (ETS) master Technology Projects list
 - § responsible for the ongoing review and updating of Tech Plan (Revisions of the Tech Plan to be performed as necessary based on major revisions to Ed Master Plan, Facilities Master Plan, Distance Education Master Plan and/or Mission)
- o Inventory of existing tech projects and tech projects that are already in planning stages
- o Strategy for conducting assessment of existing tech infrastructure and processes in terms of effectiveness
- o Assessment of future campus tech needs including hardware, software, tech support, and training
- o Professional development and training related to tech purchasing and use of tech hardware and software
- o Staffing, resources and budget
- o Coordination of tech with other campus functions and campus committees
- o Coordination with District ETS
- o Potential for community partnerships and grant opportunities
- o Iterative evaluation plan to determine ongoing success of Tech Plan in terms of meeting desired outcomes (at least annually)

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- o Recommendations including timetable for implementation and action strategies