



FOOTHILL COLLEGE

# Technology Committee Meeting

## MINUTES

**Date:** 06/14/18

**Time:** 12:00 p.m. – 1:00 p.m.

**Location:** Library Conf Rm 3533

### Attending

Judy Baker, Bradley Creamer, Nazy Galoyan, Akemi Ishikawa, Sharon Luciw, Joe Moreau, Mayra Palmerinaguilera, Paula Schales, Vanessa Smith, Matthew Stanley

### Discussion Items

1. Welcome and introductions
2. Review of draft minutes from May 23, 2018 meeting
3. Final review of revision to Tech Plan; Revision is going to PaRC next
4. Brainstorm suggestions for "Business Process Alignment Task Force" about improving efficiency college-wide and District-wide
5. Updates from Marketing Office
6. Updates from ETAC & District ETS
7. Review of accomplishments in 2017-18

### Discussion Detail

1. Welcome and introductions  
TC members went around the room and through Zoom for introductions.
2. Review of draft minutes from May 23, 2018 meeting  
[https://foothill.edu/gov/ttf/TC\\_DRAFT\\_MINUTES\\_052318.pdf](https://foothill.edu/gov/ttf/TC_DRAFT_MINUTES_052318.pdf)  
Minutes from the May 23, 2018 meeting were approved.
3. Final review of revision to Tech Plan; Revision is going to PaRC next
  - a. The "Recommended Revision to 2016-2019 Foothill College Technology Plan" document was sent to PaRC so they may review and have it for their next meeting.
  - b. This TC meeting is the final opportunity for TC to provide input, otherwise any changes will have to wait until fall.
  - c. Most likely TC will become part of the Revenue and Resources shared governance committee.
4. Brainstorm suggestions for "Business Process Alignment Task Force" about improving efficiency college-wide and District-wide
  - a. District and college representatives, from both De Anza and Foothill, are currently participating in the Business Process Alignment Task Force to combine forces, collaborate, help create better workflow, consolidate and create more efficient business practices, economy of scale and enterprise level access and services.
  - b. It was suggested that there were multiple users (KCI, FHOL, Marketing) of Constant Contact who should combine efforts for leverage to possibly drive down costs and have better

Meeting minutes will be archived online at the TC webpage:  
<https://foothill.edu/gov/ttf/meetings.html>

- terms of service.
  - c. Future meetings of the Business Process Alignment Task Force will be Zoom only meetings.
5. Updates from Marketing Office
- a. The online schedule of classes and non-credit classes lists have been cleaned up.
  - b. A catalog search by keywords has been added.
  - c. Since much of the website conversion is complete, efforts are shifting to supporting and updating the infrastructure of the website.
  - d. Designations/icons in the class schedule have been updated to be more easily read by assistive technology.
  - e. A search to replace the current curriculum management system is proceeding. Three companies will be conducting demos on June 18 and June 20. Participants will be required to sign a non-disclosure agreement. The names of the companies are not currently being released. Inquiries can be made with Paul Starer.
  - f. The contract for the flat screen digital campus signs will expire in September. ETS was asked not to proceed with the default requirements but instead wait for input from the Marketing Office. Marketing will review and decide if they want to keep their current options.
  - g. Foothill College will need to replace their current search engine soon. The system has recently failed and had to be rebooted manually.
6. Updates from ETAC & District ETS
- a. Final review of the District Technology Plan was made.
  - b. Since the Chancellor's Advisory Council approved the revised District Tech Plan, it is now in a maintenance cycle and there will be more time to look toward more visionary ideas.
    - i. Improving identity management capabilities (student authentication).
    - ii. Exploring blockchain capabilities and ways in which it will impact higher ed very soon. Not only administratively, but also how to incorporate it into curriculum.
    - iii. Centralizing tech support for accessibility compliance.
    - iv. Creating a technology professional development agenda for both colleges and factor into their planning for the year.
  - c. OEI grant has been renewed with FHDA for another 5 years.
  - d. The student mobile app is ready for testing.
    - i. Over 260 students have volunteered to test the student mobile app.
    - ii. Foothill College will be the first California Community College with an app through which students will be able to register and pay fees.
  - e. FHDA will provide students with .edu email accounts upon request starting in July.
  - f. Banner 8 will be up on August 31.
  - g. Banner 9 will move forward in the fall.
7. Review of accomplishments in 2017-18
- a. TC accomplishments for the year included the following:
    - i. Developed tool for "Foothill College Technology Plan Assessment".
    - ii. Conducted "Foothill College Technology Plan Assessment".
    - iii. Recommended revision to the "2016-2019 Foothill College Technology Master Plan" based on results of "Foothill College Technology Plan Assessment."
  - b. It was recommended that the new, shared governance committees use Zoom for meetings.
    - i. Zoom meetings are more efficient.
    - ii. Participants become more focused,
    - iii. It makes it easier for people to participate by saving on travel time.
    - iv. If ETAC and TC promote all Zoom meetings, the culture of our organization will also adopt and change.
  - c. Judy Baker was thanked for her service to the college and to TC. In turn, Joe Moreau (and ETAC) was thanked for mentoring and providing an example for TC follow.