FOOTHILL COLLEGE
Technology Committee Meeting

MINUTES

Date: 01/18/17 **Time:** 12:00 p.m. – 1:00 p.m. **Location:** Library Conference Room 3533

Attending

Judy Baker, Kyle Brumbaugh, Nazy Galoyan, Heather Garcia, Andrea Hanstein, Kevin Harral, Akemi Ishikawa, Sharon Luciw, Sherri Mines, Joe Moreau, Josh Pelletier, Paula Schales

Discussion Items

1. Welcome and introductions
2. Review and approval of minutes (http://www.foothill.edu/president/ttf.php)
3. Announcements
4. New college website status report
5. Implementation of Tech Plan
6. Feedback/Review of draft responses for Accreditation Self-Study Standard III.C Tech Resources

Discussion Detail

1. Welcome and introductions
   TC members went around the room and through Zoom for introductions.

2. Review and approval of minutes (http://www.foothill.edu/president/ttf.php)
   Minutes from the December 12, 2016 meeting were approved.

3. Announcements
   a. The California Community Colleges (CCC) Tech Center, through the SANS Institute, has licensed a program, "Securing the Human". This video based program provides awareness for cyber security.
      i. ETAC will sort through the program modules and identify relevant, recommended sections that apply to the FHDA end user.
      ii. ETAC cannot require employees to participate in the training, but it is highly recommended for both work and home application. It was cited that Los Angeles Valley College paid $28,000 in bitcoin ransom to hackers. It is believed that the hackers may have gained access to plant the ransomware with a phishing scam. They were then able to take control of the campus computer system until payment was made. Therefore, ETAC would like to spread the word and encourage everyone to go through the training.
      iii. This training should take approximately 1 hour to complete and should be available before the end of winter quarter.
      iv. If TC members would like access to the program now, email Joe Moreau (moreaujoseph@fhda.edu) for information.

v. Joe Moreau will work with Officer Ron Levine on a cyber security briefing for students for Teaching Moments at Foothill College.
   b. The District technology plan is in the works. Both college plans were well done and structurally aligned. Now District will begin work on addressing issues not covered in the college plans. Drafting of the District plan will begin at the next ETAC meeting.
   c. The Luminis Platform is working in a direction not suited to the District's vision. Therefore, a new version of MyPortal is planned. It will, at first, appear like a huge change, but the site will reflect a new, modern design, with less clutter, less text and fewer clicks to get to your resource. Thus far, there has been positive reaction to the new design. ETAC will work closely with Marketing and will be happy to accommodate any requests for presentations.

4. New college website status report
   a. A more finite timeline will be presented at the next TC meeting, but the following tentative schedule was shared:
      i. The first email request to review content went out in the fall.
      ii. Departments were asked to get content back to Julie Ceballos by the end of March.
      iii. Content will be moving over in April/May.
      iv. Testing groups for site usability will take place in June.
      v. The new site will be deployed in July.
      vi. Trainings on how to update your own site pages will be offered in August.
   b. A style guide and information on how to make your site more student-friendly and accessible (one-page guide on how to make accessible PDFs) will be presented.
   c. There will be gatekeeping. Omni (OU) Insights will help identify content that will be removed if identified as not meeting accessibility requirements.
   d. With regard to the Federal Americans with Disabilities Act, California state policy Section 508 requires that the state adopt the new Web Content Accessibility Guidelines (WCAG) 2.0 Compliance policy. Therefore, a new, stricter standard will be adopted.

5. Implementation of Tech Plan
   a. Alignment of Strategic Capabilities, Plan Goals and Objectives were reviewed. Objectives are to be reached by June 20, 2018.
   b. Project/Initiative, Responsible Party, Funding and Budget were also reviewed and discussed in greater detail in terms of implementation:
      i. Automated Project Intake
         • Promoting the use of the automated process with demonstrations.
         • Promoting through testimonials from frequent users.
         • Joe Moreau logged in to MyPortal and provided a quick tour of the system.
      ii. Office 365 Training
         • Schedule more workshops on use of OneDrive.
         • Let users know they will have access to the most recent version of Office and will be able to address accessibility issues with some of this software.
         • Lynda.com was discussed as an excellent resource for training on "how" to use the program, but often users prefer in-person trainings which are a better resource for the "why" to use the program.
         • There is funding to bring someone to campus for trainings.
      iii. Course Management Switch
         • Needs full support from the deans and faculty.
         • A Canvas rally to encourage migration is planned for February.
         • A list of possible reasons faculty have yet to switch to Canvas was discussed:
            o Lack of time
            o Not a clean transfer when migrating
            o Learning something new is intimidating
            o Fear of the unknown/failure
         • Promote other uses such as department/division project sites for faculty to join and become familiar with Canvas. Even if someone has not yet completed

Canvas certification they can access and view shared documents and gain exposure to the system.

- There are plans to explore integration of Office365 with Canvas.

iv. Early Alert System/Starfish
- Contracts have been approved.
- Online Learning is interested in using Starfish to increase retention in online classes.

v. Telepresence
- The project can get started now that Sunnyvale is online. The CISCO equipment will be installed in Library Conference Room 3533 and in Admissions & Registration.

vi. Desktop Virtualization Deployment
- This project has been completed.

vii. TC was asked to review the 5 remaining projects/initiatives and send additions or edits to Judy Baker (BakerJudy@fhda.edu). They will be reviewed at the next meeting.

viii. A recommended project for next year was how to make the smart classrooms user-friendly. TC was asked to check in their areas/departments and find the rooms that are not working technically. What specific rooms have problems? What is your optimal set-up?

ix. There was interest in a replacement for SARS, which appears antiquated and limited. Currently there is no plan to replace this system.

6. Feedback/Review of draft responses for Accreditation Self-Study Standard III.C Tech Resources
A final call for edits was made. Another updated copy will be distributed.