



FOOTHILL COLLEGE

Technology Committee Meeting

MINUTES

Date: 06/14/16

Time: 12:00 p.m. – 1:00 p.m.

Location: FH Library Conference Room 3533

Attending

Judy Baker, Andrea Hanstein, Akemi Ishikawa, San Lu, Sharon Luciw, Sherri Mines, Joe Moreau, Janet Weber

Discussion Items

1. Welcome and introductions
2. Approval of minutes
3. Announcements
4. Update on college website redesign
5. Finalize Technology Master Plan (draft 8 is attached)
6. Other

Discussion Detail

1. Welcome and introductions
TC members went around the room and introduced themselves.
2. Approval of minutes
Minutes from the May 25, 2016 Technology Committee meeting were approved.
3. Announcements
 - a. REMINDER: MyPortal/Banner will be shutdown for scheduled maintenance on Thursday, June 30, 5 pm- midnight
 - i. The maintenance shutdown is scheduled to accommodate the end of year fiscal close.
 - ii. In the future it was recommended that any college deadline, which might be impacted by maintenance shutdowns, include a specific time in addition to a date. For example the Add/Drop deadline should indicate by 11:59p on Friday, May 17 instead of just Friday, May 27 for ETS to schedule less disruptive shutdowns.
 - b. AMS.NET will be on site to provide live demonstrations at Foothill D120 ETS Training Room: Thursday June 16: 1pm to 2pm
 - i. The demonstration will include the Jabber application, which provides instant messaging, one-on-one video chat and more.
 - ii. The De Anza demo will take place on Thursday, June 13 from 1-2pm.
 - iii. Information can be found on the project webpage and in MyPortal announcements.
 - c. De Anza College decision to move to Canvas
 - i. The De Anza Academic Senate voted to move to Canvas.
 - ii. Foothill Online Learning staff will meet with De Anza Online Education on Thursday, June 30 from 1-2:30p at Foothill College in Room 3537.

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

- d. Judy Baker volunteered to address the technology section of Accreditation Self-Study in Standard III - Resources: Human Resources, Physical Resources, Technology Resources, & Financial Resources
 - i. TC will be heavily involved with Standard II of the Accreditation self-study. Therefore, the self-study will be appear as a priority on TC's agendas in the fall.
 - ii. Sherri Mines has been asked to assist Judy Baker with addressing Standard III for the TC.

4. Update on college website redesign
 - a. Marketing is working on finalizing the design.
 - b. An Opening Day workshop on content migration may be scheduled. It was recommended that Marketing let the Professional Development Committee know about their plans for a workshop, because the decision to have workshops as apart of Opening Day activities is still pending. In any case, Marketing plans to coordinate a workshop early in the fall quarter to move forward with editing in October.
 - c. There will be work with administrators to delete and clean up redundancies.
 - d. There will be trainings on how to use OmniUpdate.
 - e. A web writer may be hired for consistency of tone.

5. Finalize Technology Master Plan (draft 8 is attached)
 - a. On PaRC agenda – June 15
Judy Baker will be presenting the Tech Master Plan for informational purposes only and to answer any questions.
 - b. On agenda of Academic Senate retreat – June 17
Another draft may be in order, if there is input provided by the senate at the retreat.
 - c. TC will not be approving the Tech Plan as a group until fall, after the senate and the President's Office has provided input. There is no longer a rush because De Anza and Central Services have postponed the deadline for their Tech Plans as well.
 - d. Draft 8 is similar to 7, but shorter. Joe Moreau suggested shortening some entries and also recommended improved consistency of terminology within the document.
 - e. Edits recommended by TC members included correcting Bradley Creamer's title to College Web Coordinator, Senior and to change "ClockWorks" to "ClockWork" (singular) when referencing the software.
 - f. TC thanked Judy Baker for her work on the Tech plan. Joe Moreau noted that it was a huge accomplishment and that the approach taken will serve the district and college Tech plans well.

6. Other
 - a. District ETS can provide a tips and tricks workshop for Zoom. For example, users can set up the Zoom room code to be the same as their phone number. Users do not need to take the random number provided by Zoom. Joe Moreau will send these instructions to Judy to share with TC.
 - b. Classified staff have consistently requested technology training. District ETS will do their best to provide training, but similarly to FH Online Learning, their staff is also constrained. Lynda.com was recommended for staff online trainings. It was noted that some supervisors do not encourage staff to watch Lynda videos at their desk. Some consider it a waste of time. TC would like to help encourage a shift in culture on campus to promote professional development.