FOOTHILL COLLEGE
Technology Committee Meeting

MINUTES

Date: 11/21/16   **Time:** 12:00 p.m. – 1:00 p.m.   **Location:** Library Conference Room

Attending

Judy Baker, Heather Garcia, Sherri Mines, Paula Schales, Leonardo Camargo, Kevin Harral, Kyle Brumbaugh, Elizabeth Brumbaugh, Roland Amit

Discussion Items

1. Welcome and introductions
2. Review and approval of Minutes
3. Announcements
   a. 2016-2019 Foothill College Technology Master Plan to PaRC
   b. Online Education Initiative Course Exchange status report
4. New college website
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

2. Review and approval of minutes
   (https://foothill.edu/president/ttf/TC_DRAFT_Minutes_102416.pdf)

   Approved as is.

3. Announcements

   - 2016-2019 Foothill College Technology Master Plan to PaRC

     Joe Moreau, Vice Chancellor of Technology, has asked Foothill College to change the dates for our Technology Master Plan from 2016-19 to 2017-20.

     Rationale:

     - De Anza is going to use these dates: 2017-20.
     - The district tech plan will probably use these dates.
     - If Foothill were to change the dates, it would keep everything nicely in sync.

- "We probably are really going to get to work on these plans in 2017 anyway."
- "Change of dates wouldn't really have any substantive impact on the plan, but it would more realistically communicate when we are going to accomplish these goals/objectives."

Impact on Foothill College to change the dates:

- This change would entail editing the existing document to reflect the change in dates as shown in the attached document on pages 1, 2, 11, and 12.
- We would need to identify objectives and initiatives for 2019-2020 to add to the existing Tech Plan.
- We would need to get re-approval from the Tech Committee, Academic Senate, Classified Senate, and PaRC.
- We are referring in accreditation Self Study to our Tech, Facilities, and Master plans as if they are in place and guiding our work. To refer to a document that has not started yet as guiding our planning/work is likely to be confusing.
- This change will require additional work by the Tech Committee, the dean of Foothill Online Learning, and PaRC.

Discussion

- Committee members shared their opinions for and against changing the dates of the Technology Master Plan.
- In general, the argument against was that many different entities have already spent so much time on the Plan and it may be unfair to ask them to contribute to or review the Plan again.
- The argument in favor supported the desire to "sync up" with De Anza and District plans and to take this opportunity to put forth an even better plan.
- Sherri Mines reminded the group that our last Tech Plan was dated 2010-2015 so a change in the dates on our new Tech Plan would create a gap for 2016.
- Judy will follow up by email before the next meeting.

- Online Education Initiative Course Exchange status report

  - One course for OEI Course Exchange in 2017 Winter Quarter: SOC 001
  - Five seats are available in SOC 001 for students from other colleges in the Exchange
  - The new OEI Agreement with Foothill College was approved by the Board of Trustees.
  - Lots of tech coordination by OEI and FHDA ETS is required before students from other colleges can have a seamless experience.
  - OEI recently revised their process for approval for courses to belong to the OEI Course Exchange to make it more streamlined and user-friendly.

4. New college website

- The new website rollout has been postponed until June or July 2017.

- One major concern is that some people have been avoiding making edits to their web content while they await the new site. These people should be encouraged to make edits to the existing website.

5. Implementation of Tech Plan

   - The tech plan may or may not change (see discussion above).
   - An event to publicize the need for coordination of technology projects was discussed.

   Discussion of 2016-2017 projects and initiatives (page 12 of Tech Plan)

     - The Technology Project Request intake process provided by ETS for collaborative development, review, and prioritization of educational tech project initiatives at the college level has been implemented. This process will force us to be more organized. The need for more people to follow this process was discussed.
     - Additional faculty and staff training in Office 365, computer security and computer back up should be offered.
     - Course management system implementation to switch from Etudes to Canvas is currently underway and on track.
     - Deployment of desktop virtualization in computer labs at the Sunnyvale Center is just about done.
     - Utilization of telepresence equipment at the Sunnyvale Center and Foothill campus to allow students to connect remotely with student services in the areas of counseling and financial aid when there is not an on-site staff person present is not completed.

6. Feedback/Review of draft responses for Accreditation Self-Study Standard III.C Tech Resources

   - Judy will send this out for additional input.