



FOOTHILL COLLEGE

Technology Task Force Meeting

MINUTES

Date: 12/02/15

Time: 10:00 a.m. – 11:00 a.m.

Location: President's Conference Room

Attending

Judy Baker, Vinita Bali, Bradley Creamer, Akemi Ishikawa, Sharon Luciw, Sherri Mines, Joe Moreau, Paula Schales, Janet Weber

Discussion Items

1. Welcome and introductions
2. Review and approval of minutes
3. Updates from District ETAC
4. Need to recruit volunteer(s) to serve on District Hardware Standards Committee
5. Web redesign update
6. New Tech Master Plan

Discussion Detail

1. Welcome and introductions
Committee members went around the room and introduced themselves.
2. Review and approval of minutes
Minutes from the November 6, 2015 meeting were approved.
3. Updates from District ETAC
 - a. Office 365
 - i. Office 365 will go live December 14. If for any reason a user will need Office 365 installed before December 14, please submit a ticket through the ETS Support Center.
 - ii. Auto syncing capabilities are still pending.
 - iii. Those who want to save their DropBox files to Office 365 will have to do so manually (drag and drop files).
 - iv. District ETS was asked to provide training/transition sessions. A session for administrators and a session for all other staff and faculty will be scheduled in January.
 - v. The committee discussed clarifying with faculty that Office 365 is not a substitute for any of the campus' course manage systems (CMS). District ETS will not issue a contradictory statement, but it will not encourage faculty one way or another. District ETS will leave any decision to place this type of limitation on usage up to the campuses.
 - b. Hardware
Alternative tablet computers for faculty are being explored. Faculty could dock their tablets in their offices and then connect wirelessly in their classrooms. Concern for immediate obsolescence for whichever model is selected was discussed. ETS will test out a few models and then make recommendations.
 - c. Construction

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- I. Renovation of the data center continues. A mid-December move to a temporary generator should not have an impact on connecting to the network. ETS will work closely with anyone that might be affected.
 - II. In February and mid-April/May equipment will need to be relocated to do a seismic retrofit on the floors. This equipment move will require a temporary shut down of Banner services and email. It was recommended that faculty and staff be given the most advance notice possible once precise dates and times become available. Canvas will not be impacted; a bypass login will be in place.
 - d. Town Hall

The next Town Hall topic will be District Technology Plan Revision. It will take place next week. An email with details about the presentation will go out by the end of this week.
 - e. Phone System

The response date for vendors was pushed back. Bid responses from vendors will be due December 10. ETS plans to still keep on schedule and will try to get on the Board of Trustees meeting agenda in February.
- 4. Need to recruit volunteer(s) to serve on District Hardware Standards Committee

Foothill needs more representation on the District Hardware Standards Committee. This is not a huge time commitment. Participants can attend remotely via Zoom. Anyone interested in serving on this committee can contact Sharon Luciw at luciwsharon@fhda.edu for details.
- 5. Web redesign update

VisionPoint, the selected website redesign firm, is experienced working with community colleges. Interviews with students, staff, faculty and administrators about their website needs will take place tomorrow, December 3 and Friday, December 4. Faculty commitment to attending is sparse. Please spread the word and encourage faculty to attend their interview session tomorrow, Thursday, December 3 at 3:30pm. After the interviews are complete, VisionPoint will analyze the data collected. The goal is to be done with the process by mid-July. Then work with OmniUpdate to transfer content will take place.
- 6. New Tech Master Plan

The campus community was approached and asked to provide input either through a survey, Zoom, face-to-face group meeting or in a one-on-one session. The data from the sources was incorporated into the rough draft of the Tech Master Plan shared with the committee. It will be essential to keep the same structure for all three technology master plans (De Anza, Foothill, District) in order for the district plan to flow from the college plans. Connecting the three plans will demonstrate integrated planning. Integrated planning at the college and district level will be an important theme for accreditation.

 - a. Mission Statement

Suggestions to update the mission statement included the following:

 - i. Address the college community as a whole with the term "all stakeholders" to be more inclusive, beyond addressing "students" and "faculty" specifically.
 - ii. Add accessibility. Some felt the term "equity" was too vague and wanted to be more explicit.
 - iii. Change "meet students' expectations" to "support students' expectations".
 - iv. Make changes without adding a whole new statement, by incorporating "secure" and "reliable" into the "dynamic learning environment" descriptor.
 - v. Address privacy issues when describing the section "offer the highest quality online learning"...by adding "in a secure manner".
 - b. Strategic Capabilities
 - i. TTF reviewed the listed items. Many of the additions discussed, such as quick/easy sharing of forms, automated signatures, security issues and economies of scale for purchases were already covered, in broader terms, in one of the four sections listed: Business Processes, Communications, Information and Knowledge Management, or Instruction.

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- ii. To solidify that the document captures the need to cover automation of forms and automated signatures it was suggested the word "transportable" be incorporated in the sentence about access to information.
 - iii. The eager adoption of new technology without the foresight and the consideration of long-term requirements (tech support, a training plan, maintenance, expense, total cost of ownership, etc.) was discussed. It was felt that if more cautious adopters did not give enthusiastic support, they were seen as not supporting innovation. Enforcement of planning for tech projects and purchases with accountability would be necessary to achieve any adherence to the process for technology requests.
 - iv. It was recommended to incorporate the concept of shared solutions. If a department or division is already working on a project or tech request, avoiding the unnecessary duplication of efforts was discussed.
 - A request was made for a new position of trainer or consultant to review projects and tech requests and help ensure requests are not repeated. This type of request can be addressed in the program review process.
 - The new IT request system will be available in January. The campus community can view the ETS project portfolio to see if what might be wanted or needed is already in the works. Details of each project can be reviewed and sorted by college.
 - c. Three-Year Goals and Objectives
This section will be revised based on the changes made to Strategic Capabilities.
 - d. Support for Other College Plans
This section was left open and will be completed last.
 - e. One-year Implementation Plan
Input on how to organize this section was requested. The current structure based on the table (year, projects, responsible party, funding) incurred no objections.
 - f. Assessment
 - i. The word "Assessment" will be changed to "Evaluation" on the college and District outline.
 - ii. This section was left open until TTF determined what was to be evaluated.
- Judy Baker will work on a revised draft. TTF will be asked to review the document and send suggestions/input to Judy Baker bakerjudy@fhda.edu. Let her know if any important points are missing.