FOOTHILL COLLEGE
Technology Task Force Meeting

MINUTES

Date: 01/15/14   **Time:** 3:00-4:00 p.m.   **Location:** Altos Room (2019)

Attending

Judy Baker, Lisa Drake, Akemi Ishikawa, Gay Krause, Steven McGriff, Sherri Mines, Joe Moreau, Teresa Ong, Bernata Slater, Nanette Solvason

Discussion Items

1. Approval of Minutes
2. Announcements
3. Brief updates from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)
4. Proposed needs assessment process to decide on feasibility and funding of college-wide site license vs. division/dept/individual licenses for software
5. Updates to Foothill College 2010-2015 Tech Plan

Discussion Detail

1. Approval of Minutes
   Minutes from the Tech Task Force meeting on December 11, 2013 were approved.
   Tech Task Force meeting minutes can be found at: http://www.foothill.edu/president/ttf.php

2. Announcements
   a. Online Education Initiative Town Hall Meeting
      There was a good turn out for the Online Education Initiative (OEI) Town Hall Meeting, which took place earlier today. Some important points of discussion included employment opportunities, future opportunities for participation, the focus on AA degree transfer students and producing a common student identifier. Another OEI Town Hall will take place next week at De Anza College on Thursday, January 23, at 11:30 a.m., Hinson Campus Center, Conference Rooms A and B. The California Community Colleges Online Education Initiative website is: http://ccconlineed.org/
   b. Winter 2014 Professional Development Day for Faculty and Staff – Friday, January 24
      - 8:30-9:30 am   Professionalizing Your Assessment: A Qualitative Approach – Rm 3403
      - 9:40-10:40 am   What is Voice Thread? – Rm 6402
      - 9:40-10:40 am   Improving Student Learning with Effective Learning Techniques – Rm 3403
      - 10:50-11:50 am Student Success from a Classified Staff Perspective – Rm 3402
      - 10:50-11:50 am What's in Your Toolbox: Dealing with Difficult Students – Rm 3403
      - Noon-1 pm   Professional Development Opportunities for Classified Staff – Rm 3402
      - Noon-1 pm   Debrief! Candid Conversation about Student Equity & Program Review – Rm 3403
      Register now at:
      http://events.r20.constantcontact.com/register/event?oeidk=a07e8hdgl17770768ce&llr=pje5aedab

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

3. Brief updates from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)
   a. ePrintIt
      Many are frustrated by the performance of the product. Inconsistency is a common complaint. Closer monitoring will be implemented to determine if established criteria and benchmarks can be met. If the district and colleges' needs are not met by the end of Winter Quarter a different vendor will be sought. Although a lot of time and energy has been invested, there has been no substantial fiscal loss for FHDA yet.
   b. Proofpoint
      Abaca was bought out by Proofpoint and District ETS has been working to adjust this new system to the needs of FHDA users. At first, the net was cast too wide for filtering out spam. Many users were not receiving bulk emails they wanted to receive. Some faculty reported student messages were going into their spam folders. With some fine-tuning many of these issues are being resolved. Revised instructions on how, and where, to forward spam will be available soon.
   ETAC Meeting Minutes can be found at: http://ets.fhda.edu/etac/minutes

4. Proposed needs assessment process to decide on feasibility and funding of college-wide site license vs. division/dept/individual licenses for software
   There is currently no process in place to consolidate licensing/software purchases college-wide to take advantage of economy of scale and negotiated volume buying power. Coordinating efforts across the campus could, in the future, save time and money. There is currently no way to find out if others beyond a user's own department or division is interested in, or is currently using, the same products, or can perhaps suggest better alternatives. The current purchasing procedure can be too time consuming and complicated, that is why many feel compelled to go out independently and purchase the product themselves. Amid so many of these "rogue" purchases, there is the possibility of money being wasted, with some paying twice as much as others. There was concern voiced for violating any District Purchasing issues, impacting Foothill College Bookstore purchases, having enough support and being mindful that all components/steps in the process can be handled. Despite these valid concerns, the Tech Task Force agreed that creating a new process for consolidating licensing/software purchases should be a priority for this group.

5. Updates to Foothill College 2010-2015 Tech Plan
   Thanks were given to those who were able to send in their edits. Judy Baker went through and added the changes. Participants were asked to check the revised document, concentrating on their selected section, and to let Judy know if any corrections or additions need to be made. A suggestion was made to completely change the format of the Tech Plan, but it was agreed only edits and revisions will be made now. A new format will be considered, when it is time to write the 2015-2020 Foothill College Tech Plan, as well as an easier way to maintain and update the document in the future.
   Participants were asked to submit new edits/revisions by Wednesday, February 5, a week prior to the next Tech Task Force meeting on Wednesday, February 12, 2:00-3:00 p.m. in the Altos Room.
   The Foothill College Technology Master Plan 2010-2015 (November 9, 2010 Draft) can be found at: http://foothill.edu/staff/irs/ESMP/docs/EMP2010/Foothill_Tech_Plan_11.9.10.pdf