



FOOTHILL COLLEGE

# Technology Task Force Meeting

## DRAFT MINUTES

**Date:** 4/8/15

**Time:** 2:00-3:00 p.m.

**Location:** Altos Room (2019)

### Attending

Judy Baker, Julie Ceballos, Bradley Creamer, Lisa Drake, Pam Grey, Kevin Harral, Kurt Hueg, Steven McGriff, Sherri Mines, Nicole Ramsey, Paula Schales, Lori Silverman.

### Discussion Items

- 1) **Welcome and introductions**
- 2) **Approval of past meeting minutes** (February 11, 2015:  
<http://www.foothill.edu/president/ttf.php>)
- 3) **Announcements**
  - a) ETS hosting Strategic Capabilities Workshop on April 15 at De Anza to develop Tech Plans
- 4) Foothill College website redesign
- 5) Guidelines for emailing students
- 6) Impact of OEI on Foothill
  - a) Canvas as a CMS option: demos scheduled for week of April 13th
  - b) NetTutor services
  - c) Readiness Assessment & Modules
  - d) Remote Proctoring services
  - e) OEI Exchange Reciprocity Summit on April 27th at Foothill campus
- 7) Tech purchasing process
  - a) Reminder to use a Purchase Requisition and consult with ETS for any tech items that cost \$1,000 or more
- 8) Coordination of Tech Plan development
  - a) Discussion about the purpose and content of our new Tech Plan.
  - b) Envision what we want to be able to do in terms of improving instruction and student services (functionality) rather than a wish list of tech gadgets.

### Discussion Detail

- 1) **Welcome and introductions**
- 2) **Approval of past meeting minutes (February 11, 2015:**  
<http://www.foothill.edu/president/ttf.php>)
  - c) Judy moved to approve the minutes from February. Andrea seconded, the minutes were approved.
- 3) **Announcements**
  - a) **ETS hosting Strategic Capabilities Workshop on April 15 at De Anza to develop Tech Plans**
    - i) A major focus of the tech planning and acquisition process with this meeting is to provide students and faculty with technology that increases their abilities to function.
    - ii) There will be an increased focus on creating a seamless experience for students, faculty and

staff with fewer obstacles to use, performance and success in the courses.

- iii) Much discussion here reviewed the tech devices and use of computers vs. mobile devices for access of their online classes. As many students have income restrictions on what they can acquire for school use, it is important to integrate these limitations of students and their various opportunities for use of technology as a part of their studies at Foothill.
- iv) A note from ETS on faculty or departmental purchasing of new software: it is strongly requested that each person or department please contact ETS for a consultation prior to installation.

#### **4) Foothill College website redesign**

- a) There has been more progress on the RFP for the new site and discussions with DeAnza are leading towards a joint plan for website re-design. Details are still being reviewed and further announcements will come in future meetings.
- b) There were discussions about the hardware needs and configuration for the website and some options have been reviewed with ETS about using virtual machines and utilizing ETS support for the system.
- c) It was stated that physical production boxes are not necessary for this website and that there is a general preference to keep the boxes that ETS has at the offsite location where they can provide extra utility for emergencies and disasters, in addition to general ETS use.

#### **5) Guidelines for emailing students**

- a) In order to create an email system that is efficient for combined purposes of students, administrators and faculty, it has been decided that email notices sent to students will be limited to once per quarter (or similar timeframe, TBA).
- b) Faculty and staff who wish to have a message to students included in this quarterly email notice are asked to prepare their messages ahead of time, having them submitted and ready when the notices are sent out by the Webmaster, Marketing or other communications office at Foothill.
- c) It was clarified that this email system will NOT be used for emergency notifications. There are emergency notices in MyPortal that will still be serving this purpose.
- d) The Communications departments at both Foothill and DeAnza, as well as the Campus Police offices are working on a system that uses Blackboard Connect for non-emergency notifications that are urgent to the colleges.

#### **6) Impact of OEI on Foothill**

##### **a) Canvas as a CMS option: demos scheduled for week of April 13th**

- i) There have been demo workshops scheduled for next week and faculty or staff that are interested can register for each workshop at the Professional Development Calendar: <http://www.foothill.edu/staff/development/calendar.php>
- ii) ETS representatives discussed various ideas for conversion tools from Etudes to Canvas. Prices are still being negotiated with vendors for these tools.
- iii) It was also mentioned that the needs for students in terms of support from a CMS include 24/7 support and other services to assist them with their online courses.
- iv) Issues that have been raised with the Academic Senate and the COOL Committee include course quality, design standards and review processes. These topics will be further reviewed as the CMS conversion process moves forward.

##### **b) NetTutor services**

- i) As a member of the OEI pilot group of schools, Foothill College will have access to free use of the NetTutor platform for up to two years. And, students in our three Exchanges courses will have access to free tutoring from NetTutor.

##### **c) Readiness Assessment & Modules**

- i) There are significant assessment tools available with Canvas, which can be used to the benefit of students in preparing for classes online.
- ii) Faculty and Staff are asked to help get the word out on these services that are already integrated into Canvas.

##### **d) Remote Proctoring services**

- i) ProctorU has previously been discussed as a likely vendor to provide remote proctoring for

Canvas. Further discussions are ongoing and will be noted in Tech Task Force meetings as needed.

**e) OEI Exchange Reciprocity Summit on April 22<sup>nd</sup> and 23<sup>rd</sup> at Foothill campus**

- i) Pilot colleges are sending people to this meeting so that issues can be ironed out regarding issues of Admissions, Financial Aid and other campus-specific services that may vary between different campuses that a student is taking online classes from, through the OEI program.
- ii) A face-to-face process is being prioritized for discussions on these concerns, so that representatives can bring their ideas on how to handle decisions for students that involve services from multiple schools and/or campuses. The example of Admissions was discussed, to highlight the ideas of streamlining a student's admission to multiple schools, where they may be studying online, simultaneously.

**7) Tech purchasing process**

**a) Reminder to use a Purchase Requisition and consult with ETS for any tech items that cost \$1,000 or more**

- i) Members discussed and clarified guidelines for new Purchase Requisition process, as pertaining to "Public Works" projects. There were comments that this definition and boundary of the process might not be exact, as several members see the future scope going beyond Public Works to other goods or services acquired by departments at Foothill.
- ii) Independent Contractors are a key concern to review here, to clarify whether or not tech contractor services need to be listed under this purchasing guideline.
- iii) ETS stated that if a piece of tech equipment connects to the network, then it is best to consult with ETS prior to purchase and installation. See Announcement note #3 above.
- iv) If individuals or departments at Foothill purchase hardware or software items that have not been reviewed by ETS, the Purchasing office may flag the purchase for consultation with ETS. So a pre-consult is advised for tech purchases to expedite procurement of the item.
- v) Further details and clarification can be found at the Purchasing site:  
<http://purchasing.fhda.edu/> or at the Business Services site for ProCard issues:  
<http://business.fhda.edu/policies-and-procedures/e-procard-policies-and-procedures.html>

**8) Coordination of Tech Plan development**

**a) Discussion about the purpose and content of our new Tech Plan.**

- vi) At the upcoming Strategic Capabilities meeting on April 15<sup>th</sup>, it is expected that the TTF committee will be on board and aware of the process and method for development of the new Tech Plan.
- vii) The focus for the new plan is to be visionary, emphasizing functionality of tech planning and procurement.

**b) Envision what we want to be able to do in terms of improving instruction and student services (functionality) rather than a wish list of tech gadgets.**

- i) Mobile device concerns are a key topic for faculty discussion and for compatibility of CMS/LMS systems.
- ii) Socioeconomic shifts and priorities of our students' families are changing the computing environments in their homes, with higher use of mobile devices (smartphones and tablets), rather than previous use of computers as the primary equipment for coursework.
- iii) Key ideas to consider are a "seamless tech experience" with "mobile native" and "responsive design" integrated into the upcoming tech planning for students, faculty and staff at Foothill College.