



FOOTHILL COLLEGE

Technology Task Force Meeting

MINUTES

Date: 06/10/15

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

Location: Altos Room (2019)

Attending

Judy Baker, Bradley Creamer, Heather Garcia, Kevin Harral, Sharon Luciw, Sherri Mines, Nicole Ramsey, Paula Schales

Discussion Items

1. Approval of minutes
2. Announcements (All)
3. Coordination of Tech Plan Development (Baker)
4. Student Email Guidelines (Hanstein)

Discussion Detail

1. Approval of minutes
Members were not able to review the previous meeting's minutes. Therefore, this item was tabled.
2. Announcements (All)
 - a. TTF members went around the room and introduced themselves.
 - b. Heather Garcia introduced herself as the new Instructional Designer and Paula Schales announced her new position as the permanent Technology Training Specialist. Both Heather and Paula were congratulated and welcomed as new permanent full-time staff to Foothill.
 - c. Nicole Ramsey was in attendance for her last meeting with TTF. Members thanked Nicole and made their farewells.
 - d. To increase attendance, requests have been made by faculty for a day and time change for TTF meetings. Meeting times for fall will be determined once schedules are in place.
 - e. Academic Senate approved the college-wide use of Canvas as our college supported course management system. Foothill will be using two systems until it is able to migrate out of Etudes. The Canvas Migration Planning Group is an ad hoc group that will be determining the timeline for migration from Etudes to Canvas, college-wide implementation of Canvas sites, and when Etudes will be phased out. Please let Judy Baker (<mailto:BakerJudy@fhda.edu>) know if you would like to participate in the Canvas Migration Planning Group.
 - f. The Foothill College website redesign should be ready to begin in August. Departments and offices do not need to worry about revamping their site pages. Marketing is requesting that they just keep content current and up-to-date. Any content updates will still need to go through the web team for now. Part of the plan is to get rid of the existing

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<http://www.foothill.edu/president/ttf.php>

- centralized process for updating the site and to make the process for the redesign transparent. The design company will be speaking with divisions, departments, staff, faculty and students for feedback on what they want and need.
- g. Except for those buildings under renovation at De Anza, the network upgrade of equipment has been completed. At Foothill, the PE complex and the Plant Services/Purchasing buildings are still left to complete. The delay is dependent on a hub located in an old District Office building that is under renovation for ETS.
 - h. The District hardware and software standards committee will soon finalize the new standards. Sharon Luciw will post when they become available.
3. Coordination of Tech Plan Development (Baker)
- a. It was decided that the tech plan would be developed in a similar manner to the strategic education plan. Group and individual interviews, group meetings and meetings with students will take place to help determine the capabilities staff, faculty and students would like to have in terms of educational technology.
 - b. Division deans will be interviewed together because there will be a commonality to their needs. Other administrators will be interviewed on an individual basis. Staff will be invited to attend open meetings and also sent a survey via email. Past results from email surveys have reflected a high rate of participation from staff. Students will be invited to participate in focus groups. Judy Baker will ask online faculty for suggestions for student participants. In the past, recommended students have proven to be articulate and have provided insight into the needs of the student body as a whole, not just the needs of the individual. It was agreed that District input would also be welcomed. Contribution from multiple perspectives is most important to determine what the campus community will need. Once the information is gathered, software may be used to conduct content analysis.
 - c. Possible formats for the tech plan were presented such as chronologically, by topic, by trend/new media. It was agreed that TTF would let the data guide how the plan will be organized, while also taking the accreditation questions into consideration. Tech plans from other colleges will be referenced for structure as well.
 - d. TTF members will start collecting feedback from administrators, and possibly staff, over the summer, and from faculty and students in the fall. Judy Baker will send out tasks for members to volunteer for and will construct a plan to complete by the end of fall. It was suggested that a mid-October retreat be planned to review the data and organize the construct of the tech plan.
4. Student Email Guidelines (Hanstein)
- a. The Marketing and Public Relations Office is seeking approval by TTF for their newly created Student Email Guidelines. Foothill does not have a central system in place for contacting students. Individual departments are cobbling together lists of student emails and sending messages in email groups based on whatever their Outlook can handle. This then creates problems when old emails or incorrect emails are used, or if students continue to receive messages they believe to be official announcements from the college in this manner. Additionally, students have no way to get removed this type of list, which can create legal problems. Therefore, official messaging to all students, will be sent by the Marketing and Public Relations Office. The contact list will consist of the most current data from Admissions and Registration. If a division or department wants to send a targeted message to students within their area, that division or department is responsible for providing the contact list, but Marketing will send out the message through the official channel. Students will then receive messages from one official email from Foothill College and if they elect to do so, they are able to remove themselves from the email list in Banner.
 - b. TTF members questioned if there was any accountability to follow these guidelines. It was stated that there was no monitoring, but if student complaints were received, then the

originating sender would be investigated. These guidelines are not punitive, but proactive, and act as a safeguard against the recipient complaining about legal rights.

c. Additional questions and points of discussion included:

- Would same day/next day announcements be honored? It was agreed that this issue needed to be addressed in the guidelines.
- How will the campus be informed about the guidelines? Marketing would email the campus and make announcements at various meetings to spread the word.
- The document should be retitled "Mass Student Email Guidelines" to clarify that this document is not about getting individual student email accounts at @foothill.edu.
- A request for consistency within the document was requested. Use of either "email" or "e-mail", not both.
- How is the number "50" determined to be the cut-off to be considered a "mass email"? It may be based on class size.
- Another group not covered is the MyPortal administrative system that posts messages to the portal but can also send batch emails. This system does not appear to have a way to remove recipients from the email list.
- Some users may take issue with having to wait until the next quarterly Online Student Newsletter to announce an event.

Bradley Creamer will take these questions and points back to Andrea Hanstein, make appropriate changes, and bring back the edited draft to TTF for approval.