



FOOTHILL COLLEGE

Technology Task Force Meeting

MINUTES

Date: 10/09/13

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

Location: ISC Conference Room (3617)

Attending

Judy Baker (chair), Luis Barreto, Ari Berwaldt, Lisa Drake, Akemi Ishikawa, Gay Krause, Steven McGriff, Peter Murray, Teresa Ong, Mario Ramos, Thomas Shepard, Lori Silverman, Nanette Solvason

Discussion Items

1. Welcome and Introductions
2. Review Responsibilities of Tech Task Force (TTF)
3. Determine TTF Objectives and Timeline for 2013-2014
4. Update from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)
5. TTF Information

Discussion Detail

1. Welcome and Introductions
Committee members were welcomed to the first Technology Task Force meeting of the quarter, and members went around the room to introduce themselves. Campus ETS was unable to have representation at this meeting due to heavy workloads and schedule conflicts at the beginning of a very busy Fall Quarter.
2. Review Responsibilities of Tech Task Force (TTF)
The Technology Task Force is a shared governance committee with representation from students, staff, faculty and administrators whose presence and contribution is valued in the sharing of fresh perspectives on campus technology issues.
 - a. The two main responsibilities of TTF is to update the 2010-2015 Foothill College Technology Master Plan and to prioritize technology project requests to District ETS. *Page 4, Section 2a. The Technology Task Force of the Foothill College Technology Master Plan* was reviewed in greater detail. A handout was provided and the following bulleted items were examined:
 - Individual faculty and staff computers including replacement, priorities and hardware/software standards;
 - Classroom technology needs including instructor computing and audio visual hardware standards, priorities and planning;
 - College website and web technology needs; requests for new technology implementations and purchases beyond regular classroom and individual computing needs;
 - College priorities related to district-wide technology projects and implementations.

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

- It was observed that many of the above listed responsibilities could warrant separate sub-committees, if members elect to organize TTF as such.
- b. Another major responsibility of TTF is to examine the hardware, software and cloud technology used by Foothill College, and to coordinate with the District and/or De Anza College when appropriate.
3. Determine TTF Objectives and Timeline for 2013-2014
 - a. Update 2010-2015 Foothill College Technology Master Plan
Members were asked to review the Tech Master Plan and the major issues tasked to TTF. It was commented that five-year plans should be updated annually, in particular, with regards to technology. Content is often visionary, and in reality, can become obsolete in an instant. TTF has the opportunity to restructure and change the focus of the Tech Master Plan. Historically, emphasis has been placed on technology, but there was enthusiasm and support for shifting focus to instruction. The Math Department cited its use of Poll Everywhere, an online student response system that uses smart phones and tablets as clickers in the classroom. Faculty described their need and tech support for their division was able to provide a solution. This is a prime example of how technology can be, and should be, incorporated as tool to support faculty instruction and to enhance the student learning experience.
 - b. Advocate for Coordination of Technology Funding Decisions
It was suggested that TTF advocate for greater communication and coordination with regards to purchasing of hardware, software, cloud technology, etc. throughout the campus. Many times new technology is introduced into an area without consulting others who may be affected, or those who may have greater insight into the campus-wide impact and its consequences. Some examples included CampusQuad, Course Studio, and TurnItIn. Who will provide tech support? Who will teach faculty/staff how to use it? Who will teach students how to use it? Who is responsible for student confidentiality issues with use of cloud tech/social networks? Who will pay for maintenance after the initial purchase is made?
 - c. Streamline the Technology Request Process
Independent of TTF, as the new Campus Technology Coordinator, Judy Baker would like to streamline the technology request process and become the single point of request at Foothill. In the past, requests have gone through various channels, in particular, during the transition period between Campus Tech Coordinators. This has caused confusion and doubling of efforts at several points in the request process. Providing a single point of request will hopefully provide structure and improve the process.
 - d. Future Objectives
It was suggested TTF focus support for tech innovation on campus. The college website was also proposed as a challenge to address in the near future.
 4. Update from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)
TTF discussed how much of the TTF meeting time will be spent reviewing ETAC meeting topics. Members agreed updates should be kept short, with an emphasis on reporting ETAC project updates. A link to ETAC meeting minutes will be provided for those who wish to review ETAC meeting activities at greater length.
 - a. ePrint Update
Talks with the vendor continue regarding attempts to address screen freeze, unacceptable file titles, and terrible interface issues. Printing is down 50% on campus. This is attributed to the cost of printing rising 50%.
 - b. Pay-To-Stay Update
The installment payment plan for students is in place for the Fall Quarter and ETS has recommended that it be used for Winter Quarter before making any changes or enhancements.
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- b. You can access shared TTF documents via Group Studio for TTF by logging into MyPortal: <https://myportal.fhda.edu>. Then click on:
 - Groups
 - Group Index
 - Governance/Committees
 - FH Tech Task Force

Handouts/Documents

1. Foothill College Technology Master Plan, 2010-2015 (Draft November 9, 2010):
http://foothill.edu/staff/irs/ESMP/docs/EMP2010/Foothill_Tech_Plan_11.9.10.pdf