Foothill College Technology Task Force Minutes
November 29, 2012

Attendees: Judy Baker, Lisa Drake, Sharon Luciw, Joe Moreau, Kurt Hueg, Sherri Mines, Pam Wilkes, Kaan

1. **Faculty and staff computing replacements update** (Luciw/Hueg)
   Luciw reported that ETS is behind in deploying faculty and staff computers at Foothill due to a variety of circumstances including inventory issues, staffing issues and emergency situations. A plan is in place to accelerate the deployment of computers to faculty and staff that were ordered last Spring. Jose Rueda is heading this up and will be sending an update to Foothill/Hueg by Dec. 7 detailing when all the computers currently in stock will be deployed.

2. **Update on network upgrade** (Luciw)
   Luciw reported that ETS is currently in the equipment procurement phase in the network upgrade project. She is currently collecting more information on how to take the new network design to configuration. We are going from public IP addresses to private IP addresses and following industry best practices. In the first phase we are upgrading the back end of the network, including firewalls and the network cores. Phase 1 is estimated to be complete in six months and will include the Foothill 3000 building, the network cores and firewalls.

3. **Tech Plan Update** (Hueg)
   Hueg discussed the timeline for the 2013 Technology Plan and the committee agreed that it could forward a draft to PaRC by March 20. Hueg presented the 2010 Technology Plan and discussed how it defined our current processes and committee structures well, and how technology is integrated with planning and resource allocation. The plan falls short on defining how we serve instruction through technology and in identifying what faculty need to improve teaching and learning. The 2013 plan will address these issues, and use the content of the 2010 document as background information to assist in defining our processes and structures.

   Murray said the report should define the support mechanisms for students and identify where we are weak, such as providing IT support for students experiencing difficulties accessing our systems. The report should be pedagogy driven and explain what technology tools support delivery

modes such as: online; hybrid/blended; in-class. We should tie technology into the pedagogy.

Joe Moreau suggested we talk less about technology and more about what faculty and staff want to do. This received support and initiated a discussion about how to gather new data from faculty about what they want to accomplish in the classroom that we are not currently supporting. Hueg discussed a short survey. Moreau mentioned a national survey that would help us frame good questions to faculty around technology, from the National Center for Technology Planning and Assessment.

Pam Wilkes suggested we include a section of the plan around leveraging technology for student services and student support. This would involve creating better coordination in what technologies we purchase for student support, and better vetting or external products and software. Baker agreed better coordination of purchases is key and often coordination is lacking in current adoptions of external products.

Total Cost of Ownership/Business—As part of the technology plan, the Tech Task Force wants to include greater emphasis on examining the total cost of ownership of new technology initiatives, and to put greater emphasis on analysis of outside products and solutions prior to departments and individuals moving into the procurement phase. The Committee wants to evaluate what is the total cost of doing business for the campus in terms of technology, and not a project by project view, but a global view, to provide better data on our overall expenditure in technology and human resources. All new requests and projects should come with a TCO analysis, including faculty and staff time, ongoing fees and support costs, Baker noted that no software should be adopted without proper support for faculty, staff and students. It is a burden to students if we require them to adopt certain software or technology without providing necessary support. We need to be more judicious in asking students to adopt technology.