FOOTHILL COLLEGE
Technology Committee Meeting

MINUTES

Date: 05/23/18 **Time:** 12:00 p.m. – 1:00 p.m. **Location:** Library Conf Rm 3533

Attending

Judy Baker, Bradley Creamer, Akemi Ishikawa, San Lu, Sharon Luciw, Sherri Mines, Joe Moreau, Mike Murphy, Paula Schales, Vanessa Smith, Matthew Stanley

Discussion Items

1. Welcome and introductions
2. Review of minutes
3. Technology Plan Review Process/Timeline
4. Updates from Marketing Office about OmniUpdate
5. Updates from ETAC and District ETS
6. Announcements and news

Discussion Detail

1. Welcome and introductions
   TC members went around the room and through Zoom for introductions.

2. Review of minutes
   After a typo correction, minutes from the April 24, 2018 meeting were approved.

3. Technology Plan Review Process/Timeline
   a. Any changes to the existing plan should be submitted prior to its presentation to the Planning & Resource Council (PaRC) in June.
   b. At the previous meeting, TC assessed how goals and objectives were met. TC agreed there were no changes to the strategic capabilities.
   c. Edits based on input from the previous meeting were reviewed.
      i. Goal 1, Objective 1:
         • The effort to clarify the difference between project requests and work orders has been successful. There is much less confusion between the two.
         • A demonstration with managers on how to submit a project

request will be scheduled in the fall.

- An onboarding list exists for faculty. A list for managers may need to be created.

ii. Goal 1, Objective 2:
- The Business Process Alignment Task Force will address this objective.

iii. Goal 1, Objective 3:
- Foothill Online Learning and De Anza Online Education Center agreed that they needed a separate Service Level Agreement (SLA) with District ETS.
- Chien Shih, Director of Information Systems and Operations, will work with Foothill and De Anza in the fall on SLAs.
- Work on an overall agreement between Foothill College and District ETS will also be started in the fall.

iv. Goal 2, Objective 1:
Joe Moreau will have the Business Process Alignment Task Force address this objective.

v. Goal 2, Objective 2:
- The haste in which HR processes a new hire is critical.
- A processing order will need to be established to avoid gaps.
- Publicizing the order will be a key factor in the success of the process.

vi. Goal 3, Objective 1:
- Guidelines for the Finance Office are still in development.

vii. Goal 3, Objective 2:
- Conducting a refresh for current employees is a very different process than that of processing a new hire.
- The Office of Finance is now responsible for the Sunnyvale Center.

viii. Goal 3, Project 1:
- Completed.

ix. Goal 3, Project 2:
- The biggest challenge has been to find a dedicated, off schedule, pilot test space. Making this commitment is a critical success factor.
- A VP or dean will need to champion this project.
- ETS will have no problem equipping the space as soon as a site is designated.
- Marty Kahn and Bill Matsumoto did attempt to create a pilot room in the 8300 building, but there will need to be more collaboration with faculty to make the space successful. The process is complex and many components prove difficult to replicate.

x. Goal 4, Objective 1:
- Currently we only have the early adopters using Office 365. Critical mass is needed for the change.

xi. Goal 4, Objective 2:
- June 30, 2018 is the deadline to migrate content from Etudes to

Canvas.

    xii.   Goal 4, Objective 3:
- The addition of remote services for online students is based primarily on what OEI is providing to the colleges.
- Foothill is handling NameCoach.
- Starfish is on hold. There is a staffing issue and its success requires faculty buy-in.
- The recommendation of Maxient for case management will go to Cabinet. Maxient should replace Advocate, which was not well suited for De Anza or Foothill. Maxient has better compliance reporting than Advocate and costs less than Advocate.

    xiii.   Goal 4, Objective 4:
- Discontinued.

    xiv.   Goal 5, Objective 1:
- Close to completion. (See agenda item #4 for details.)

    xv.   Goal 5, Project 1:
- Marketing will most likely implement a more formal process for review and evaluation of the college website to obtain feedback for reporting purposes.

    d. Updated edits will be sent out to TC for a quick review.

4. Updates from Marketing Office about OmniUpdate
   a. There are just a few areas in the college website left to migrate. These are primarily governance sites.
   b. Paula Schales was thanked for a great job migrating the Online Learning site.
   c. Marketing was congratulated on nearing completion of the college website move.
   d. Foothill needs to replace its current search engine. The college is considering a move to Funnelback, which is a search engine platform that also has an automated accessibility compliance checker.

5. Updates from ETAC and District ETS
   a. The following projects are on track and ready to roll out.
      i. Student mobile app
      ii. New MyPortal
      iii. Student email accounts, upon request
      iv. Banner 8 conversion
   b. Foothill-De Anza Community College District is working with Kern Community College District and Coast Community College District on Banner 9.

6. Announcements and news
   a. The last TC meeting may be the June meeting if the new, shared governance structure goes into effect.
   b. Although attempts have been made to phase out the FGA Media Server,

it is currently still being maintained. Users have been encouraged to migrate content to Canvas.