FOOTHILL COLLEGE
Technology Committee Meeting

MINUTES

Date: 04/24/18   **Time:** 12:00 p.m. – 1:00 p.m.   **Location:** Library Conf Rm 3533

Attending

Judy Baker, Bradley Creamer, Nazy Galoyan, Kevin Harral, Akemi Ishikawa, Gay Krause, Sharon Luciw, Joe Moreau, 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 introduced themselves.

2. Review of minutes
   Minutes from the March 12, 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. TC continued to review and assess the progress of the Goals and Objectives.
      i. Goal 4, Objective 1:
         - Concerns were listed:
            o Little progress has been made to increase employees' use of Office 365.
            o There is not enough staffing for on campus trainings.
            o 3rd party products, like DropBox, are currently being implemented on the free consumer level, not the enterprise level.
               - Therefore, file sharing and back-up services are less secure.
               - If an employee were to abruptly leave without providing information on where their FHDA related files are stored, access to their data could prove difficult.
         - Solutions and benefits were provided:
            o There are free trainings on Lynda.com.
            o Employees have to use Office 365 to understand the full benefits they would gain.

Meeting minutes will be archived online at the TC webpage:
https://foothill.edu/gov/ttf/meetings.html

- o Office 365 offers security, privacy, data management, convenience, the ability to share with users within and outside of the District, and cost effectiveness.
- o Desktop synchronization is improving.
- o Vanessa Smith will create a notice in *The Fusion* to promote use of Office 365 by employees.
- o Judy Baker will create a one-page marketing flyer that promotes use of Office 365 by touting its benefits and provides links to Lynda.com training about Office 365.
- o TC will encourage administrators to follow up and encourage greater use of Office 365.
  ii. Goal 4, Objective 2:
- Migration from Etudes to Canvas is complete.
  iii. Goal 4, Objective 3:
- Integration of Starfish with Canvas is premature. Counseling will need to do some preliminary work before integration can be completed, but the conversation has begun.
- Integration of Zoom with SARS is complete.
- Proctoring services (Proctorio), tutoring (NetTutor), and a name pronunciation tool (NameCoach) have been integrated with Canvas and are available to students remotely.
- Implementation of EduNavm, an online educational planning tool, is progressing. Foothill still has work to do. EduNav is working on a block registration function that may have a positive impact on enrollment.
  iv. Goal 4, Objective 4:
- There is currently no funding to conduct a needs assessment.
  - o Pending the outcome of another bond proposal, needs assessment would be more prudent if another pool of capital is obtained from another bond.
  - o The Board is waiting for more input from the community and then will decide in July whether it will move forward with another bond.
- Several groups on campus are interested in content management software as well as project management software to track grant opportunities, partnership opportunities, etc. and would like to know what TC recommends.
  - o District ETS uses Smartsheet and has offered to demo for TC.
  - o Often, work management platforms like Smartsheet can prove to be too robust for the user's needs. The total cost of ownership (cost of training employees, tech support, etc.) is often not taken into consideration.
  - o It was recommended that those interested in content or project management software consider what they really need/want to track, then District ETS can help determine the best way to meet their needs, whether that is something like Smartsheet or something smaller, that already exists in Office 365. The District may already own or have access to something that suits the user's needs.
  v. Goal 5: "Ensure that students, faculty, staff, and administrators have access to and instruction for appropriate use of technology and systems necessary for student success. Development of formal process for annual review and evaluation of college website with input from students, faculty and staff to ensure that it meets needs for access to information and services."
- Website redesign with content accessibility on mobile devices is complete.
- In the [College Technology Plan](#) and the [Accreditation Self-Study](#) (page 96), it states that the Marketing and Public Relations Office would establish a formal annual process for reviewing the College website. This was approved by Andrea Hanstein at the time.

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- o Such a review of the college website was recommended to gather feedback from current students periodically because it is likely to change along with changing student population demographics.
- o Outside evaluation services were also recommended as an option.
- o There is currently a link to provide informal feedback: https://foothill.edu/web-support/.
- o A request was made to be more explicit or specific regarding this goal. (Include details about FERPA, State, Federal and Chancellor's Office compliance.)

4. Updates from Marketing Office about OmniUpdate
   a. Much of the site has been migrated.
   b. Student Services is complete. Governance and committee sites are in progress for completion.
   c. OmniUpdate users are becoming more comfortable with the tools, are helping each other and are becoming less dependent on the web team.
   d. De Anza will launch their site on Tuesday.

5. Updates from ETAC and District ETS
   a. ETAC Updates
      i. ETAC is completing their revision of the District Tech Plan.
      ii. One strategic capability and two goal statements have been added.
      iii. District would like to see the college plans to ensure all are in sync before finalizing and forwarding the plan to the Chancellor's Advisory Council.
      iv. The plans do appear in sync. The only notable difference between Foothill and De Anza would be in prioritization. For example, Foothill is currently in a maintenance mode with regard to Canvas while De Anza's use of Canvas is newer and less established.
      v. The major difference between the District and the college plans would be the prioritization of infrastructure versus programs.
   b. ETS Updates
      i. Thanks to the colleges working with the project team, the student mobile app is in the final, user acceptance, testing phase now.
      ii. The new MyPortal is on track for a soft migration in the spring and complete migration by August 31.
      iii. Testing on Banner 9 will take place next month. HR will go live on September 30, Business Services will go live October 31 and the student component will follow in November/December.
      iv. Complete conversion will take place by December 31, before the January financials/payroll.
      v. The ability to issue student college email addresses by request is in the final stages.
      vi. FHDA email will be moving to Office 365. This will help motivate employees to use Office 356.

6. Announcements and news
   The next TC meeting is scheduled for May 23, 12-1p, in the Library Conference Room (3533).