FOOTHILL COLLEGE
Technology Committee Meeting

MINUTES

Date: 02/08/17   **Time:** 2:00 p.m. – 3:00 p.m.   **Location:** Library Conference Room 3533

Attending

Judy Baker, Leonardo Camargo, Andrea Hanstein, Akemi Ishikawa, San Lu, Sharon Luciw, Sherri Mines, Joe Moreau, Mike Murphy, Josh Pelletier, Matt Rapczynski, Paula Schales, Paul Szponar

Discussion Items

1. Welcome and introductions
2. Review and approval of minutes (available at http://www.foothill.edu/president/ttf.php)
3. General announcements
4. ETAC updates
5. Detailed calendar for the College website redesign
6. MyPortal Updated
7. Implementation of Tech Plan

Discussion Detail

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

2. Review and approval of minutes (available at http://www.foothill.edu/president/ttf.php)
   Minutes from the January 18, 2017 meeting were approved.

3. General announcements
   a. Judy Baker will share an accessibility update with TC members.
   b. Marketing reports the PDF accessibility handouts have arrived.
   c. ETS is preparing for Office 2016 upgrades for MACs to give users the ability to save documents as accessible tagged PDFs.

4. ETAC updates
   a. Telephone System
      i. The majority of the telephone system migration is complete.
      ii. Additional features will be rolled out when they are working correctly and can be supported by ETS.
      iii. Desk phone (hard phone) users can submit a ticket to request a longer cord if needed. Reimbursement is not possible if longer cords have already been purchased by the user/department.
      iv. Remote voicemail greetings are not directly related to the phone you have. To change your greeting remotely, call 650-949-7899. This is the new number to access your voicemail from off campus. (Do not use 650-949-7999, which is still connected to the Fujitsu phone system.) Software based phone users cannot access their

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

phone remotely. They must access their voicemail through a home phone or cell phone.
b. Windows 10
   i. Logistics for new computers will be discussed.
   ii. Labs will determine if they want to upgrade to Windows 10.
   iii. Faculty workstations should match the lab system.
c. Project Update
   i. Work is beginning on the student mobile app.
d. MyPortal
   i. Two major components of the deployment will be the fundamental technology upgrade and the cosmetic (look & feel) upgrade.
   ii. Input from all stakeholders is vital.
   iii. Later in the meeting Matt Rapczynski will be presenting a conceptual framework for the redesign for users to see the difference between the existing site and the possibilities for the new site.
e. Banner
   i. The next six months will be the planning stage for the Banner system upgrade.
   ii. Active engagement will begin after accreditation in the fall.
   iii. There will be extensive project teams and sub-teams.
   iv. This is an opportunity to improve the quality of the technology the district and colleges provides to users, especially our students.
   v. It will potentially go live in July 2018 and wrap up in early 2019.
f. Cybersecurity
Joe Moreau and Chief of Police, Ron Levine will present a briefing for students about cyber crime. "Teaching Moment - Understanding Cybersecurity Threats", Thursday, February 9 at 12:00 p.m. - 1:30 p.m. in the Hearthside Lounge.

5. Detailed calendar for the College website redesign
a. A website redesign & content migration project calendar was shared. Some of the milestones that were reviewed included the following.
   i. A website editorial guide is in development.
   ii. Revised content is due back from owners in March.
   iii. Beta testing will take place in June.
   iv. The site will go live on July 5.
   v. Marketing will look to TC for help in the fall with the website governance plan.
   vi. OmniUpdate training will be provided in the summer and fall.

6. MyPortal Updated
a. Luminis LP4 is no longer supported by Ellucian.
b. The present design is from a prior generation.
c. The focus will be on customizability to drill down to what users need to access quickly. The update will make it easier for users to find what they are looking for via the student view, faculty view or staff view.
d. Some features that were reviewed included the following.
   i. My Messages will retain the ability to focus on a targeted audience.
   ii. QuikNav will rely on input from student services. This section will contain a curated list of content based on the user's needs.
   iii. My Applications will provide a sense of what is available to the user through use of tiles as well as through a preserved list layout. Users will have the ability to "favorite" tiles with a star, which will prioritize access to that function.
   iv. Responsive design will optimize layout for phones and tablets.
   v. There will be little user impact. The biggest change will be with the depreciation of Course Studio and Group Studio. It is recommended that course groups migrate to Canvas and staff groups migrate to Office 365.

e. The vendor selection process, which was based on cost, technology, complexity, sustainability and higher ed market size, was reviewed.
f. The timeline was also reviewed. Some key dates included the following.
   i. March 2017, ETS training.
   ii. April 2017, development begins.
   iii. August 2017, major development completed.
   iv. September 2017, testing begins (performance, ADA, etc.)
   v. November 2017, preparation for production.
   vi. January 2018, go live for winter term.
   vii. It was recommended that changes and upgrade requests be submitted between April and August 2017. (Ex. Faculty request for an upgrade for student add code request process, DRC request to add a tool, etc.)
g. It was suggested that the current and new portals be run simultaneously in order to get feedback from users.
h. Timing on the changeover needs to be a function of outreach to help determine when the student community is ready to make the transformation.
i. uPortal itself is free but there is cost involved with implementation support from Unicon and for maintenance.

7. Implementation of Tech Plan
   Due to time restrictions, this item was tabled for a future meeting.