



FOOTHILL COLLEGE

Technology Committee Meeting

MINUTES

Date: 03/08/17

Time: 2:00 p.m. – 3:00 p.m.

Location: Library Conference Room 3533

Attending

Judy Baker, Leonardo Camargo, Heather Garcia, Andrea Hanstein, Kevin Harral, Akemi Ishikawa, San Lu, Sherri Mines, Joe Moreau, Paula Schales

Discussion Items

1. Welcome and introductions
2. Review and approval of minutes: <http://www.foothill.edu/president/ttf.php>
3. General announcements
4. ETAC updates
5. Device usage reports: <http://research.fhda.edu/research-reports/>
6. Update about College website redesign project
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: <http://www.foothill.edu/president/ttf.php>
Minutes from the February 8, 2017 meeting were approved.
3. General announcements
 - a. The Disability Resource Center (DRC) is installing Read & Write Gold, text-to-speech software that helps both teachers and students listen to their documents and files instead of reading in a traditional manner.
 - i. It will soon be available across campus including the library, Teaching and Learning Center, student labs and the Student Community Ambassadors Program office.
 - ii. At least one person in each office will be trained to use the software.
 - iii. Information on the services available with this software will be shared.
 - iv. With the site wide license it will be available to everyone, for classroom and lab use on both MACs and PCs, possibly by the end of winter quarter.
 - v. Trainings may be available in early May.
 - b. UC Berkeley may eliminate its free online content and make it only available to registered students rather than comply with the U.S. Justice Department's order to make the material accessible.
 - c. Judy Baker, Dean of Online Learning, was asked by faculty to provide a weekly newsletter with technology tips.
 - i. "Tuesday Tech Tips", in its next issue, will remind faculty to use the District Call Center for tech help. Links to resources and guides will be provided.

Meeting minutes will be archived online via Group Studio for TTF and at the TTF webpage at:
<http://www.foothill.edu/president/ttf.php>

- ii. Readers will also be reminded how to view security alerts on the MyPortal login page.
 - iii. Any suggestions for tech tips are welcomed.
 - iv. Contact Judy Baker, bakerjudy@fhda.edu, with suggestions or if you would like to be added to her email list.
4. ETAC updates
- a. Joe Moreau has been working in collaboration with the Associated Students of Foothill College (ASFC) and the De Anza Associated Student Body (DASB) on a formal proposal regarding the issuing of college (".edu") email address to students.
 - i. Many students would like to have an .edu address to take advantage of discounts or free materials offered to students. Often, the only way a company will validate student status is with an .edu address.
 - ii. Emails will not be auto generated for all students, but will be provided through a request process in MyPortal.
 - iii. There will be an expiration date for the address.
 - iv. The first draft of the proposal will be finalized soon.
 - v. TC can provide input.
 - vi. It could launched by fall.
 - vii. To avoid confusion, students will have to update their preferred email address in MyPortal to clearly identify their official method of communication with the college.
 - viii. ASFC will consider funding of additional costs, including added workload for ETS, Admissions & Records and other student services that may be impacted.
 - b. When more details become available, changes in the way the state advises the use of home computers for work and the forwarding of work emails to a private server or personal email address will be discussed at a future meeting.
5. Update about College website redesign project
- a. The project is on schedule.
 - b. Work on creating new content and work with content owners is moving forward.
 - c. The ability to modify a department's own calendar and the process to request to add the information to the college calendar will be simplified.
6. Implementation of Tech Plan
- Items for fiscal year 2016-2017 in "Table 4: Project and Initiative Year, Responsible Party, and Potential Funding" were reviewed and brainstormed for implementation.
- a. "Routine use of Automated Project Intake process provided by ETS for collaborative development, review, and prioritization of educational tech project initiatives at the college level"
 - i. Only managers and supervisors can view the list of projects.
 - ii. New managers, interims, associates, etc. need to be made aware of the process and how to use it during their onboarding/orientation.
 - iii. It is difficult for ETS to allocate personnel and resources if a project is not listed.
 - iv. TC's role is to try and get everyone to use this project intake process.
 - v. San Lu will get on Denise Swett's agenda to reach out to the student services managers.
 - vi. Judy Baker will get on the instructional managers' agendas.
 - b. "Faculty and staff training in Office 365, computer security and computer back up"
 - i. Users are not as productive because they are not trained to use the new programs/software provided.
 - ii. ETS needs to provide a definitive guide for backing up with Office 365.
 - iii. Send out emails to inform users of Lynda.com trainings.
 - iv. Offer on campus trainings using Lynda.
 - v. Use Professional Development funds to bring in a trainer.

- vi. San Lu presented a “Lunch and Learn” demo on Office 365 for Student Services. With assistance, on coordination, another demo for the college at large may be possible.
- vii. Create a whole ed tech program/package. Make it appealing to managers so staff are encouraged to attend. Promote it as a way for staff, and in turn the department, to become more productive.
- viii. Reach out to various departments/divisions to find out what they need. Do an ed tech needs assessment.
- ix. Managers need to know what is out there, what the use of the program/software is, what the capabilities and functions are to help assess what they need to improve productivity.
- x. What are the things that are laborious, time consuming, tedious, etc.? Then crowd source to find solutions to user’s pain points.
- xi. Help employees feel empowered about their pain points and encourage them to share what they need to resolve problems.
- c. “Canvas course management system implementation to switch from Etudes to Canvas”
 - i. This project is covered and on track.
- d. “Implementation of an Early Alert System – Starfish”
 - i. Access gained to Starfish last week.
 - ii. To begin, a light version will roll out to select groups.
- e. “Telepresence equipment will be operational and utilized at the Sunnyvale Center and Foothill campus to allow students to connect remotely with student services in the areas of counseling & financial aid when there is not an on0site staff person present.”
 - i. More up to date information is needed.
- f. “Deployment of desktop virtualization in computer labs at the Sunnyvale Center.”
 - i. Ongoing. It is working most of the time. More data is needed.
- g. Send input, advice and additional brainstorming ideas to Judy Baker, bakerjudy@fhda.edu.