FOOTHILL COLLEGE
Technology Committee Meeting

MINUTES

Date: 04/12/17   **Time:** 2:00 p.m. – 3:00 p.m.   **Location:** Library Conference Room 3533

Attending

Judy Baker, Leonardo Camargo, Nazy Galoyan, Akemi Ishikawa, San Lu, Sharon Luciw, Sherri Mines, Joe Moreau, Josh Pelletier , Paul Szponar

Discussion Items

1. Welcome and introductions
2. Review and approval of minutes (https://foothill.edu/president/ttf.php)
3. General announcements
4. ETAC updates
5. Update about College website redesign
6. Implementation of Tech Plan
7. ePrintIt
8. Review of Accreditation Standard IIIC Technology Resources

Discussion Detail

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

2. Review and approval of minutes (https://foothill.edu/president/ttf.php)
   Minutes from the March 8, 2017 meeting were approved by consensus.

3. General announcements
   a. The college is dependent on technology running smoothly and is often taken for granted. During the first week of every quarter glitches are bound to occur and technology can hugely impact the success of the quarter. TC is an unsung committee that supports technology efforts and needs to assert itself and become more visible on campus.
   b. DRC staff are promoting the use of Read & Write Gold software on campus. This test-to-speech software helps both teachers and students listen to their documents and files instead of reading in a traditional manner. It has been installed in various labs across campus. The next step will be to make it downloadable for students from MyPortal.

4. ETAC updates
   a. The 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 addresses to students is moving forward. The type of email service, issuance by request only and rules for utilization are some of the topics still in discussion, but the various stakeholders appear to be on the same page. Judy Baker will send TC members more information about this proposal and to get TC member input.

b. De Anza has been experiencing network performance degradation due to the high level of usage by students' media streaming for most of the day. The network for De Anza, Foothill and Sunnyvale will be upgraded and moved to a 10-gigabyte site. Because they are currently overloaded, De Anza will be prioritized. Both De Anza and Foothill will see equipment upgrades with a new router.
c. Judy Baker will be sending out a link to the ETS project list, so that TC members are aware of all the projects and the status and completion dates.

5. Update about College website redesign
   a. Plans to train users on OmniUpdate are in the works.
   b. The project is on schedule for a summer roll out.

6. Implementation of Tech Plan
   a. Joe Moreau and Judy Baker will meet to confirm which aspects of the Tech Plan will ultimately be addressed by ETAC. Then pieces that need to be addressed by TC can be more easily identified.
   b. Dependent on the scope, scale and potential stakeholders, projects may require more attention by TC. Judy Baker will review projects and make a determination, summarize and then check with TC to see if a presentation is required. Implementation of this process will make effective use of the committee's time.
   c. In the next 1-1.5 years another facilities bond will be proposed. This bond will have a larger budget for classroom technology refresh and for the implementation of advance classroom technology. Therefore, now is the time to identify areas of greatest need and want. This presents an opportunity to recruit more faculty to participate in TC by creating awareness of the potential for advance classroom technology and the need for their input. Judy Baker has also been invited to the New Faculty Orientation, where she will try and recruit for TC.

7. ePrintIt
   a. The printing system user interface redesign for students is in its final stages.
      i. The final pre- "go live" meeting is on April 14.
      ii. The roll out is set for the first week of May.
      iii. A highlight video will be shared.
      iv. There are 8 to 10 kiosks at Foothill.
   b. The system has been streamlined.
      i. No longer coupled with the Owl Card.
      ii. Provides users more options to pay.
      iii. Same login as MyPortal.
   c. All stakeholders were taken into consideration. This new interface will make it easier to support Mission College students at the Sunnyvale site.
   d. The improved workflow is a huge endeavor and appreciation was expressed to Paul Szponar and all those involved. Their efforts and contribution has made things better for not only Foothill, but for all colleges that use this system.

8. Review of Accreditation Standard IIIC Technology Resources
   The four sections of the standard were reviewed.
   a. Standard III.C.1.
      i. The 2016 Employee Accreditation Survey was cited.
      ii. Resource requests will be complied and ETAC will help determine which requests they can address.
      iii. The IT Project Request Entry and Tracking tool was emphasized as a support function of the college.
      iv. There is ample evidence in support of this standard.
   b. Standard III.C.2.

      i.   Plans and workflow are in place, but when the system is overloaded, often prioritization is set aside and then a crisis driven approach then takes over.

     ii.   A firm timeline from request submission to fulfillment cannot always be provided. There are too many variables that may impact the process.

c. Standard III.C.3.

      i.   Collaboration with District ETS to ensure reliable safety and security was highlighted.

     ii.   Nazy Galoyan will provide information to Judy Baker regarding the process for students when locked out of the MyPortal login.

d. Standard III.C.4.

      i.   In person trainings, self-paced online trainings for Canvas and Lynda.com were cited.

     ii.   @One training was not included because they often charge for their trainings.

    iii.   Office 365 training can be accessed through MyPortal.

e. Short summaries were requested as the format.

f. Evidence for each of the standards will be emailed to TC members.

g. Let Judy Baker know if there are any suggestions for edits.