



FOOTHILL COLLEGE

Technology Committee Meeting

MINUTES

Date: 04/26/16

Time: 12:00 p.m. – 1:00 p.m.

Location: Library Conference Room 3533

Attending

Judy Baker, Akemi Ishikawa, Marty Kahn, San Lu, Sharon Luciw, Steven McGriff, Sherri Mines, Paula Schales

Discussion Items

1. Welcome and introductions
2. Approval of minutes
3. Announcements
4. Updates
5. Promoting effective use of classroom technology
6. Review of the Technology Master Plan (draft 6)

Discussion Detail

1. Welcome and introductions
TC members went around the room and introduced themselves.
2. Approval of minutes (http://www.foothill.edu/president/ttf/TC_DRAFT_MINUTES_032316.pdf)
Minutes from the March 23, 2016 Technology Committee meeting were approved.
3. Announcements
 - a. April ETAC Town Hall Meeting video - Information Security (<https://www.youtube.com/user/FHDChannel/videos>)
The IT Security Town Hall 2016 has been posted and can be found at <https://www.youtube.com/watch?v=zoKuyzJw4pc>
 - b. Invitation to attend District-wide "Clicker" Summit - Use of Student Response Systems on Friday, April 29 at 1 - 3 pm in Toyon Room
Participants can attend in person or remotely (computer or phone).
4. Updates
 - a. Website redesign
 - i. Focus groups reviewed four concepts for the Foothill College homepage.
 - ii. The site will be student oriented and designed to meet prospective students' needs. Faculty and staff information will eventually be housed in MyPortal.
 - b. District ETS
 - i. On May 14 email, MyPortal and Banner will be temporarily shut down to accommodate the move of the machine room at De Anza from north to south. It was confirmed that the outage would not impact login to Canvas.

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- ii. Design configuration meetings have started for the new phone system. There will be demonstrations in June for departments to decide if they will select hard or soft phones for their areas/offices.
 - iii. Sunnyvale Center construction is on schedule. Completion of this project has priority. Therefore the ETS team will have little time to work on other tasks during this time. Sharon Luciw will contact Brenda Davis Visas and Asha Jossis to let them know there will not be time for office moves during the summer. Facilities can continue with physical moves if they wish, but the technology component (computer and phone) cannot be accommodated at this time.
- 5. Promoting effective use of classroom technology
 - a. Increasingly, class and meeting rooms are having new technology installed.
 - b. Not many rooms share identical set-ups or technology. Therefore when faculty are assigned to teach in a new location, they are often unfamiliar with the capabilities of the new classroom. Additionally, they are faced with the challenge of how to apply some of the technology pedagogically.
 - c. The college is trying to be attentive and support the need to be innovative and promote experimentation, but funding and staffing are not provided to support the testing of the technology requested by faculty and no one is taking responsibility to make sure faculty receive training.
 - d. When a new building opens, small group trainings are provided by District ETS before the start of the academic year. Sunnyvale Center will have quick orientations the week before they open, but by the next quarter there could be a new set of faculty teaching that will not be provided training.
 - e. It was suggested that training videos be made available online. The group was cautioned about where to post such information. The potential for criminals to take notice of classroom equipment was noted. In the past ETS has provided folders with instructions on the computer desktops, but faculty often do not have time prior to the start of class to review the information.
 - f. In a survey of faculty and their technology wants/needs, among the top requests made was equipment such as wireless laser projectors and lecture capture. It was noted that installation of varying models of equipment was implemented to provide faculty the opportunity to experiment and test to see what would work best for them in the classroom and for ETS to test which models were easiest and most economical to maintain.
 - g. A recommendation for the formation of a subcommittee that would address the issues discussed and helps promote effective use of classroom technology was made.
 - i. The subcommittee could also help promote the sharing of best practices among faculty. In addition to classroom technology, remote proctoring was mentioned as a feature in Canvas that would be best promoted and shared with colleagues by experienced faculty in a demonstration.
 - ii. It was suggested that classrooms be demonstrated on Opening Day and then ask for volunteers who are interested in using the technology to participate in the subcommittee.
 - iii. If it is possible to identify the faculty who made requests in the survey, they may also be approached to serve on the subcommittee.
- 6. Review of the Technology Master Plan (draft 6)
 - a. Feedback and edits to the Technology Master Plan (TMP) were discussed.
 - b. Based on input from Andrew Lamanque, the following items will be addressed in draft 7:
 - a. The section on how the TMP relates to the Equity Plan will be edited;
 - b. Equity's involvement with the implementation of VoiceThread will be added; and
 - c. The potential adoption of a standard college or district-wide secure survey tool will be added. It was observed that many of the current survey tools used, such as SurveyGizmo or SurveyMonkey are not considered secure and the consumer

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level products are often inappropriate for college use, especially in terms of FERPA. Additionally, economy of scale for a site-wide license will prove beneficial to the college/district.

- c. Changes from draft 5 to draft 6 include:
 - a. Individual program entries were moved to the appendix. In turn, the section that addresses accreditation standards was moved out of the appendix into the main body of the document.
 - b. Edits provided by KCI encouraging technology-supported instruction were incorporated.
- d. The Tech Committee was reminded that the TMP should be considered a dynamic and ever-changing document.
- e. Because De Anza has postponed work on their TMP, it was agreed that a deadline would be set for additional changes to Foothill College's TMP. Edits and updates will be accepted until May.