



FOOTHILL COLLEGE

Technology Committee Meeting

MINUTES

Date: 05/25/16

Time: 12:00 p.m. – 1:00 p.m.

Location: Library Conference Room 3533

Attending

Judy Baker, Heather Garcia, Andrea Hanstein, Kevin Harral, San Lu, Teresa Ong, Sharon Luciw, Steven McGriff, Joe Moreau, Lori Silverman, Janet Weber

Discussion Items

1. Welcome and introductions
2. Approval of Minutes
3. Announcements
 - a. CISCO Telepresence device in the FH Altos room will be moved to FH 3533 – its original destination as determined by the college, at the end of spring term.
 - b. Demonstration phones available in June for staff to try out the new desk and software phones. For Foothill campus employees, the demo phones will be located in the ETS D120 Training Room.
 - c. MyPortal/Banner will be shut down for scheduled maintenance on Friday, May 27th at 5pm through Saturday, May 28th at noon and Thursday, June 30th, 5pm-midnight.
4. Update on website redesign
5. Review of Technology Master Plan (draft 6)
 - a. Relationship of Tech Plan to accreditation self-study.

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_042616.pdf)
Minutes from the April 26, 2016 Technology Committee meeting were approved.
3. Announcements
 - a. CISCO Telepresence device in the FH Altos room will be moved to FH 3533 – its original destination as determined by the college, at the end of spring term.
 - b. Demonstration phones available in June for staff to try out the new desk and software phones. For Foothill campus employees, the demo phones will be located in the ETS D120 Training Room.
 - i. An email will be sent out before end of May about demo phones.
 - ii. Voicemail won't be available for testing.
 - iii. Everyone should try out phones, but manager will select phones for team in June. Survey will be sent out for phone choice.

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

- iv. The best phone option for each person will likely depend on how they work (from home, field, etc.). Software phone might meet needs better, if you work from multiple locations.
 - v. Software phone works best when connected to hardwire connection.
 - vi. Theresa asked if we could have another demo location on campus. Sharon explained that that's difficult to do, but will post videos to the website for those people that can't test the phones in person.
- c. MyPortal/Banner will be shut down for scheduled maintenance on Friday, May 27th at 5pm through Saturday, May 28th at noon and Thursday, June 30th, 5pm-midnight.
 - i. Outage should not impact Etudes and Canvas.
 - a. May 27-28th will be difficult timing because it's right before early summer.
 - b. June 30th difficult because it's right before regular summer.
4. Update on website redesign
- a. Update is progressing; recently, four different design concepts were unveiled, and currently, marketing is looking at revised designs. In June, they will likely solicit feedback. Design will be revealed on opening day. Content migration will occur in Fall quarter. Omni update training will be provided by Julie Ceballos. Currently, website content is being inventoried, so that old, irrelevant content can be deleted. On track to have site go live in January 2017.
 - b. Judy asked if an opening day presentation about the new website is planned
 - i. Andrea is talking with the new president tomorrow and will suggest breakout model for opening day.
 - c. SLI and KCI interested in moving to the new platform. Hopefully PSME successor will also want to migrate. Library unveiling their own website.
 - d. Foothill Online Learning has its own server for faculty learning content, but she's trying to move people off of it. People are going to care about downtime and reliability of new website.
 - e. Joe mentioned that a discussion on moving content to the cloud for greater security should occur after the website update.
 - f. Andrea mentioned that the new system will help prevent redundancy on the website.
 - g. Kevin asked about wireframe and whether or not we can edit source code. Andrea is not sure if permissions will be set up to allow access to source code for everyone, but permissions should be granular enough to allow only some people access to source code.
5. Review of Technology Master Plan (draft 7)
- a. Relationship of Tech Plan to accreditation self-study.
 - i. The difference between drafts 6 and 7 is that draft 7 incorporates suggestions from Andrew Lamanque. Edits are in red and are Judy's interpretation of Andrew's feedback.
 - ii. Page 6, equity plan portion: redesign of website supports equity because the website will be more user-friendly. Adoption of Canvas supports equity because Canvas has a lot of powerful tools that are mobile ready, support engagement, etc.
 - iii. Additional changes to Goal 2, page 7: need to provide training for new software.
 - 1. There was no rollout for Yammer because it just showed up in Office 365; will need to follow up with training or messaging.
 - iv. Joe mentioned that the device ownership survey conducted three years ago will be repeated this Fall, and may provide useful data for tech plan. Survey will be altered to also ask which device is primary for students.
 - v. Various survey products are being used across campus currently; if we're going to have a single service, support needs to be provided.

- vi. Andrew Lamanque prefers that we don't have an appendix in the Tech plan, so it was moved into the section about accreditation standards.
- vii. Andrea mentioned that the technology and supportive service references an emergency alert system (Free ENS). Joe mentioned that, to his knowledge, Free ENS doesn't exist at this campus, and that the only emergency alert technology we support is Blackboard Connect.
- viii. Joe mentioned that the Ellucian mobile app was purchased, but it was a disaster, so the license was cancelled and a refund received; Capriza is a possible replacement, which would allow us to do app design and development really easily to mobilize some of our services. Joe will send a link to the product information.
- ix. Theresa mentioned the DRC app training hasn't been provided yet.
- x. Joe stressed that the *mobile web* is better suited for informational things, while a *mobile app* is better for transactional activities.
- xi. Judy mentioned the need to keep accessibility in mind and requested input on the Tech Plan by Tuesday, May 31st. The plan is to finalize the tech plan after May, and then vote on plan in June.