



FOOTHILL COLLEGE

Technology Committee Meeting

MINUTES

Date: 06/01/17

Time: 12:30 p.m. – 1:30 p.m.

Location: Library Conference Room 3533

Attending

Judy Baker, Heather Garcia, Akemi Ishikawa, Gay Krause, Sharon Luciw, Joe Moreau, Mike Murphy, Josh Pelletier, Paula Schales, Paul Szponar

Discussion Items

1. Welcome and introductions
2. Review and approve minutes (<https://foothill.edu/president/ttf.php>)
3. Project proposals ([video](#) about how to submit a technology project proposal)
 - a. Give instructors the ability to submit grades directly from their Canvas course sites to Banner (Baker)
 - b. Texting students (Hanstein)
4. Updates
 - a. College website (Hanstein)
 - b. District Technology Plan will be recommended to Chancellor's Advisory Council (CAC) on June 9th - please read the attached document (Moreau)
 - c. ETAC and ETS (Moreau)
 - d. [2017-2020 Foothill DE Plan](#) finalized (Baker)
 - e. Status of Canvas migration and OEI Exchange at Foothill (Baker)
 - f. Staff, faculty, and administrators invited to participate in [professional development needs assessment survey](#) which includes tech training (Baker)
5. Implementation of Tech Plan (Baker)

Discussion Detail

1. Welcome and introductions
TC members went around the room and through Zoom for introductions.
2. Review and approve minutes (<https://foothill.edu/president/ttf.php>)
Minutes from the April 12, 2017 meeting were approved.
3. Project proposals ([video](#) about how to submit a technology project proposal)
The IT project form can be found in MyPortal.

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

- a. Give instructors the ability to submit grades directly from their Canvas course sites to Banner (Baker)
 - i. This proposal was submitted on May 31, 2017.
 - Canvas grading integration with Banner was attempted last summer, but was unsatisfactory. Integration will again be attempted this summer.
 - Faculty will be recruited for user testing.
 - The Online Education Initiative (OEI) Gradebook Workgroup is also currently recruiting volunteers.
 - ii. There is progress with the online "Incomplete" grade form project.
 - Adobe Sign will allow fillable PDF forms to populate a digital signature.
 - District ETS is working with A&R offices at both De Anza and Foothill College.
 - The forms will be accessible if the user creates an accessible form to begin with.
- b. Texting students
 - i. There are currently texting capabilities for emergency notification and for SARS appointment reminders.
 - ii. Marketing and the campus police will reconvene with District ETS to discuss options for a non-emergency texting system.
 - iii. There are greater capabilities with Rave.
 - The challenge is the lack of an easy mechanism for selecting the demographic target group.
 - The Banner 9 upgrade may make this easier.

4. Updates

- a. College website (Hanstein)
 - i. The website is on track to launch on July 1, 2017.
 - ii. Marketing has been working with "top tier" sites (Admissions, Counseling, etc.) and have begun testing their sites with students.
 - iii. Work will continue with all sites.
 - iv. Contact Julie Ceballos (ceballosjulie@fhda.edu) or Bradley Creamer (creamerbradley@fhda.edu) for site review and input.
 - v. Use <http://fhweb.foothill.edu/> for a preview of the new college site.
- b. District Technology Plan will be recommended to Chancellor's Advisory Council (CAC) on June 9th (Moreau)

Some information covered in the college and District plans overlap. Projects and initiatives on which Foothill and the District can partner were reviewed. Working together to implement projects or initiatives will demonstrate to accreditors that Foothill and District have truly integrated plans.

 - i. 2016-17
 - Starfish implementation – Currently Canvas does not have an easy way to track student performance. Faculty will be able to access information in Starfish.

- Telepresence equipment – PSME will conform to the main infrastructure.
 - VDI at Sunnyvale – Completed, and is only waiting for PSME. Wait time will be lowered for tech support and it will save personnel time.
- ii. 2017-18
- Needs assessment for classroom baseline – Requires input from faculty to find out what they need to be effective in their classrooms: pedagogically what technology they can leverage, how students use their devices in the classroom, etc.
 - Web conferencing – Equipping rooms and keeping up standards in new classrooms and departments is a moving target. The college needs ETS' help to be more efficient.
- iii. 2018-19 (possibly 2017/18)
- Cloud-based survey system – District currently has a tool, but it may not provide the ease of use required by the college. It may not appear to be user friendly.
- c. ETAC and ETS (Moreau)
- i. The final meeting of this academic year took place yesterday.
- ii. Plans for next year's agenda were made.
- Formalize the procedure and timeline for the tech plan revision process.
 - ETAC will be engaged in the Banner 9 upgrade. This is an improved product and will address the way our information is currently siloed. Banner 9 will bring those disparate displays together.
 - Centralized printing for the campus will be explored.
 - We need to consider how to prioritize network traffic on our system. Our students' use of the network is huge, particularly at De Anza. Foothill has room, but De Anza is often maximized at 99% from 10a-2p every day. Both colleges will be upgraded from 1 gig to 10 gigs.
- iii. Friday, June 2, 2017 from 10p-2a ETS and CENIC (The District's ISP provider) will migrate to a new CENIC internet router.
- There will be a disruption of internet connectivity for Foothill College.
 - On campus networking and connection to computing services based at De Anza will remain available.
 - Canvas authentication and access to Etudes will remain available.
- d. [2017-2020 Foothill DE Plan](#) finalized (Baker)
- i. Revisions to DE plans for both colleges and the District will be made each year. Following years will build upon the existing plan rather than starting from scratch.
- ii. The finalized version will go to PaRC and the Academic Senate where it will be posted online in the minutes for both agencies.
- e. Status of Canvas migration and OEI Exchange at Foothill (Baker)
- i. The course exchange is going live.

- ii. Foothill College students will be able to enroll in the exchange at other colleges starting with the fall term, but students from other colleges cannot yet enroll at Foothill.
 - iii. More details will be provided as they become available.
 - f. Staff, faculty, and administrators invited to participate in [professional development needs assessment survey](#) which includes tech training (Baker)
 - i. Approximately 70 responses have been submitted (primarily by staff).
 - ii. The survey will help determine the type of training the campus wants.
 - iii. On June 30, 2017 Etudes will end live site services.
 - Users will have 1 more year to pull content from Etudes.
 - Upwards of 350+ have completed Canvas Certification training.
 - Approximately 100 are left to complete training.
 - Migration from Etudes to Canvas will include accessibility compliance.
 - De Anza is also converting to Canvas. They should be done by this summer and will be ready for the fall.

5. Implementation of Tech Plan (Baker)

- i. Foothill is coordinating with District to complete initiatives and to implement the rolling revision.
- ii. The OEI Gradebook Workgroup is recruiting volunteers. The group would like to increase its membership and work with OEI to help influence Canvas.