



FOOTHILL COLLEGE

Technology Committee Meeting

MINUTES

Date: 10/24/16

Time: 12:00 p.m. – 1:00 p.m.

Location: Library Conference Room 3533

Attending

Judy Baker, Laureen Balducci, Kyle Brumbaugh, Leonardo Camargo, Nazy Galoyan, Andrea Hanstein, Kevin Harral, Akemi Ishikawa, San Lu, Sharon Luciw, Sherri Mines, Mike Murphy, Josh Pelletier, Paula Schales, Paul Szponar

Discussion Items

1. Welcome and introductions
2. Update on college website redesign and Omni Update roll out
3. Finalize Technology Master Plan
4. Accreditation Standard III: Tech Resources
5. Cloud tech services used by Student Services
 - a. Gainful
 - b. EduNav
 - c. Advocate

Discussion Detail

1. Welcome and introductions

TC members went around the room and introduced themselves.
2. Update on college website redesign and Omni Update roll out
 - a. The current contract does not include \$25,000 for implementation. Therefore, processing of the new contract to cover implementation may delay the website launch until spring.
 - b. The design is complete. Users should be reviewing their existing website content now. Divisions/Departments will identify their superusers. Omni Update does not allow users to change HTML. Users can meet with Julie Ceballos or Bradley Creamer if this is a concern.
 - c. A presentation about the website redesign was offered on Opening Day. It was recommended that TC members check with their constituency about any requests for additional presentations before spring.
 - d. Future discussion topics will include content management and the need for web governance, and moving the server to hosting on the cloud.

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

3. Finalize Technology Master Plan
 - a. TC members that were present and had the opportunity to review the most recent version of the Tech Plan gave approval of the final draft.
 - b. Judy Baker will send the plan to new members and those not present for approval as well.

4. Accreditation Standard III: Tech Resources
 - a. TC was asked to review the standard and provide feedback before the Thanksgiving break. This will provide the standard team time to edit and make any changes prior to the next accreditation meeting.
 - b. The subcommittee noted the following:
 - i. The format of the self-study was challenging.
 - ii. Technology is a moving target and difficult to keep up-to-date on a daily basis.
 - iii. Consolidating and keeping up with the changes across campus is problematic.
 - iv. Hosting of virtual servers for the Sunnyvale center by PSME, instead of a more typical hosting by the district, will need to be better described in the study.
 - c. It was agreed that TC would provide input to Judy Baker via email. If preferred, members can meet with either Judy Baker or Andrea Hanstein on an individual basis.

5. Cloud tech services used by Student Services
 - a. Gainful – San Lu

Gainful is a messaging platform that provides pro-active, two-way communication with students.

 - i. Results from pilot programs with the Family Engagement Institute (FEI), Veterans Resource Center (VRC) and the Disabilities Resource Center (DRC) were reviewed.
 - ii. These three groups were targeted to help keep their students informed of key deadlines, available resources, and other pertinent information.
 - iii. Communication on light topics through texting is helpful to students who may not have access to email on a regular basis.
 - iv. FEI can provide texts in Spanish.
 - v. FEI (with an access code) and VRC are opt in, while DRC was automatic with an opt out option.
 - vi. Similarities to “Remind”, a free service, were brought up.
 - vii. TC discussed how “free” can be misleading. Hidden costs such as staff support for maintenance and tech support are often not factored.
 - viii. TC then considered how several of these types of products might be in use by instructors, clubs and departments across campus. The

- college will need to find a way to coordinate because use of a variety of products can get confusing for students.
- ix. A larger conversation regarding secure student communication, student privacy, overloading students with messages, etc. will need to happen.
- b. EduNav – Laureen Balducci and Nazy Galoyan
- EduNav software will support counselors and students in their academic and career planning and assist divisions with enrollment management.
- i. A pilot program has been in place for the last year and has been running concurrently with DegreeWorks, which has become too cumbersome. Students will have full access to EduNav by Winter 2017. DegreeWorks will be transitioned out over the next couple of years.
 - ii. EduNav will not require the manual transcribing by Foothill Staff associated with DegreeWorks. EduNav's staff will be providing this service.
 - iii. EduNav is also the only system of its kind that integrates with assist.org for the student transfer component.
 - iv. The \$80,000 contract, paid by the Student Success and Support Program (3SP), will go before the Board of Trustees in November.
 - v. If any group or department would like a demo, please contact Nazy Galoyan.
- c. Advocate – Laureen Balducci and Nazy Galoyan
- Advocate is a database and recording system that manages student conduct, Title IX and behavioral intervention cases.
- i. Students' incidences can be tracked to help them access the best resources and assistance on campus.
 - ii. In November a campus climate survey will be available. Students will receive a Title IX survey.
 - iii. Any employee will be able to report through Advocate in MyPortal.
 - iv. Confidentiality will be maintained, but improved follow up information can be accessed to see what services and assistance the student received.