



FOOTHILL COLLEGE

# Technology Task Force Meeting

## MINUTES

**Date:** 12/12/16

**Time:** 12:00 p.m. – 1:00 p.m.

**Location:** Library Conference Room

## Attending

Judy Baker, Heather Garcia, Paula Schales, Leonardo Camargo, Kyle Brumbaugh, Andrea Hanstein, Chien Shih, Claire, Chang, Lori Silverman, Sharon Luciw, Nazy Galoyan, Joe Moreau, Josh Pelletier

## Discussion Items

- Welcome and introductions
- Review and approval of minutes (<https://foothill.edu/president/ttf/>)
- Announcements
- Demo of mobile site by Claire Chang
- Review proposal to Student Equity Workgroup (SEW) to purchase NameCoach (one year subscription)
- New college website status report
- Implementation of Tech Plan
- Feedback/Review of draft responses for Accreditation Self-Study Standard III.C Tech Resources (attached)

## Discussion Detail

1. Welcome and introductions
2. Review and approval of minutes  
([http://www.foothill.edu/president/ttf/TC\\_DRAFT\\_MINUTES\\_112116.pdf](http://www.foothill.edu/president/ttf/TC_DRAFT_MINUTES_112116.pdf))  
Approved by consent.
3. Announcements – Downtimes for 2017
  - February 17, 2017, Banner will be down from 5 pm Friday through noon on Saturday; Canvas and Outlook should be operational
  - June 30, 2017, 5 pm Friday through noon on Saturday, year-end close of books, impacts registration
  - September – Labor day weekend
4. Demo of mobile site by Claire Chang
  - Modo Lab was chosen due to its many strengths, including:
    - iOS and Android versions
    - Available in web version for people who can't access app
    - Uses GPS to recognize when students come to campus
    - Integrates with social media
    - Displays public transportation information

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<http://www.foothill.edu/president/ttf.php>

- Integrates with Banner
  - Meets Cal B regulations
  - Modo Lab already has a strong presence in Higher Ed
  - Positive feedback from other colleges that use the platform
  - Different page layouts
  - Access to course catalog directly from app
  - Ability to register and pay course fees from app (integrates with touch net)
  - Ability to share to social media directly from app
  - Questions/Comments:
    - Who will manage app? – undetermined
    - Is there a security risk warning? Is a warning necessary if the information is encrypted? Warning only on open networks?
    - Need to indicate Sunnyvale Center in Foothill app
    - Will access data be available?
  - Timeline for launch
    - January – bring to Board of Trustees
    - Spring/Summer – test with students
      1. Demo link in Portal for students
    - Summer/Fall - implementation
5. Review proposal sent to Student Equity Committee to purchase NameCoach (one year subscription)
- 3,000/year to integrate with Canvas
  - 5,000/year to integrate with Banner
  - Joe says to only pay for a one year subscription because OEI may fund NameCoach later
  - Access via SSO through Canvas
  - Student Equity Workgroup will consider proposal to fund
  - More info: [https://name-coach.com/demo\\_event](https://name-coach.com/demo_event)
6. New college website status report
- Secured funds for implementation
  - Rollout in Summer 2017
  - Possible soft launch of portions of the website prior to Summer
7. Implementation of Tech Plan
- President asked for estimated costs
  - Cost estimates are difficult, so all estimates will be ballpark figures
  - Biggest cost – making sure meeting rooms are set-up for web-conferencing
  - Judy is costing out each item in Table 4 of the Tech Plan
    - If anyone wants to help, let Judy know
    - Judy will send out the information for feedback from the committee
8. Feedback/Review of draft responses for Accreditation Self-Study Standard III.C Tech Resources
- No consensus of overall Tech plan rating was reached
  - Each question in the Tech plan is supposed to be rated individually
  - Judy will send out rating rubric and would like feedback by 12/14/16
9. Next quarter meeting schedule and topics
- Judy will schedule meetings via Outlook Calendar
  - Agenda items:
    - Implement Tech plan
    - More demos:

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1. EduNav
2. New MyPortal