



FOOTHILL COLLEGE
Tech Task Force Meeting

Tentative Agenda

Date: 6/10/15 **Time:** 2:00-3:00 p.m. **Location:** Altos Room

Discussion Items

1. Approval of minutes

2. Announcements (All)

- Recommendation by Academic Senate to switch to Canvas approved
- Ad hoc Canvas Migration Planning Group forming in June

3. Coordination of Tech Plan Development (Baker)

- Reason to develop new Tech Plan
 - The current Tech Plan is dated and is no longer reflective of the College's current conditions or priorities.
 - Development of a new Tech Plan provides an opportunity for the campus to define a common vision for the future, and will provide planning efforts to effectively carry out that vision.
- Steps in development of Tech Plan
 - Determine what input from campus community is needed
 - Decide who needs to provide input
 - Strategize about how to collect the input efficiently
 - Compile, organize and synthesize the input
 - Create a rough outline
 - Write draft
 - Ask stakeholders to review draft
 - Revise draft as necessary
- Need to collect input from campus community
 - Open visioning meetings
 - Interviews with stakeholders
 - Interviews with representatives from each Classified Senate, Academic Senate, Student Senate
 - Other?
- Volunteers needed to collect input

4. Student Email Guidelines (Hanstein)

- Review and discuss (see attached)