



FOOTHILL COLLEGE

Technology Task Force Meeting

MINUTES

Date: 11/06/15

Time: 10:00 a.m. – 11:00 a.m.

Location: Altos Room (2019)

Attending

Judy Baker, Akemi Ishikawa, Joe Moreau, Tushall Sharma, Victor Tam

Discussion Items

1. Welcome and introductions
2. Review and approval of minutes
3. Updates from ETAC
4. Website redesign update
5. New Tech Master Plan
 - a. Review of strategy for preparation of new Tech Master Plan for Foothill College
 - b. Report on results from collecting input from campus community for Tech Master Plan
 - c. Draft outline for Tech Master Plan

Discussion Detail

1. Welcome and introductions
Committee members went around the room and introduced themselves. New member, Tushall Sharma, the Associated Students of Foothill College (ASFC) Vice President of Finance, introduced himself as the Shared Governance Committee Representative for ASFC.
2. Review and approval of minutes
Minutes from the October 5, 2015 meeting were approved.
3. Updates from ETAC
 - a. ETAC will review the format for the Technology Master Plan at their next meeting on, Wednesday, November 11.
 - b. The rollout plan for Office365 for faculty and staff is ready. ETAC will now discuss how to provide some of the pertinent features to students.
 - i. Students, at De Anza in particular, have shown considerable interest in an “.edu” email to obtain discounts and to access free educational resources. Office365 will help address this issue. A vast majority of students will not want an “.edu” email automatically created for them. Therefore, ETAC will try to find a system to assign “.edu” addresses on an “as requested” basis. ETAC is also examining ways to auto-forward discounted and free resources to students directly through their “.edu” address.

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- ii. There is no extra cost for the student email accounts. The “.edu” student account costs will be covered by the annual Office365 site license.
 - iii. Office365's desktop syncing for both Mac and Windows users is not optimal. ETAC is working jointly with the Foundation for California Community Colleges and other California community colleges to challenge Microsoft to find a solution to this problem.
 - iv. Apps such as Sway (<https://sway.com/>) were discussed as options for users to share information. Accessibility could not be verified the app. Some questioned their usefulness. Others noted that faculty or students might benefit.
 - v. District ETS will provide training for Office365. They have created a playlist of trainings on Lynda.com and Technology Training Specialist at De Anza, Heidi King, has created training material. Heidi is working with Call Center Supervisor, Kelly Pettit to have the information available online.
- c. There will be a town hall meeting about the phone system upgrade. A video of the town hall will be posted on the district YouTube channel and later on the Tech Taskforce website.

4. Website redesign update

Andrea Hanstein provided the following update for the committee via email:

“Marketing Department staff is meeting with VisionPoint, the website redesign firm, on Wednesday, November 11. We will come up with the overall project timeline and set dates/time for campus focus groups and interviews. We have been asked to compile initial research, including a website audit, branding guide, competitor analysis, etc.”

5. New Tech Master Plan

- a. Review of strategy for preparation of new Tech Master Plan for Foothill College

TTF reviewed the ETAC Foothill-De Anza Technology Plan Outline draft. To streamline the three tech plans, the district and both colleges will follow a similar outline. All three entities will reflect on the past year and then perform their evaluation. Understanding the past and what the plans are built upon will help when looking forward to write the new plans.

 - i. For Item 3.a. “How do the Strategic Capabilities and goals and objectives of the Technology Plan support other college/district plans such as the Education Master Plan, the Equity Plan, etc.?” the word “district” will be removed from the college outlines.
 - ii. Item 5. “Assessment” will be changed to “Evaluation”. The term “assessment” is often used interchangeably with test/exam. Therefore, to avoid confusion, the word “assessment” for item 5. Items 5.a., and 5.b. will be revised.
- b. Draft outline for Tech Master Plan
 - i. More specific prompts for each outlined category of the Foothill-De Anza Technology Plan Outline will be incorporated into the Foothill outline. This will help when trying to elicit feedback from the college community.
 - ii. Joe Moreau will send the revised document with the change of language to #5 to Judy Baker who will then distribute to TTF and administrators for input. Judy will also coordinate with her De Anza counterpart on the college tech plans.
- c. Report on results from input collected from Foothill College campus community for Tech Master Plan
 - i. The results report and the input from surveys document were summarized. It was noted that there was not a lot of participation, but those who did contribute did have similar concerns.
 - ii. Highlighted comments included the desire for transparency and communication and better access to information. The website redesign will help address some of the concerns expressed during collection of input. The tech plan authors are aware

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of the need for timely information to help with decision-making processes by administrators, faculty and staff. The district Tech Master Plan will help inform this need from an institutional research perspective.

- iii. It was noted that there is not enough opportunity for faculty to experience and experiment with technology. Equipment and software are needed. More classrooms with better multi-media technology was a common request.
- iv. Tushall Sharma provided insight into the ASFC's need to improve voter turnout. The system in MyPortal needs to be more robust. He also shared that the Organizations Board of Directors (OBD) requires clubs to use OrgSync and is in the process of moving more student activities and information to OrgSync. TTF voiced its interest and support in how the college is leveraging technology to help students accomplish what they want to achieve.
- v. Tushall Sharma will review the information presented and will share it with the campus council. He will then report back to Judy Baker with input from the students' perspective.