



FOOTHILL COLLEGE

# Technology Task Force Meeting

## MINUTES

**Date:** 03/12/14

**Time:** 2:00-3:00 p.m.

**Location:** Altos Room (2019)

### Attending

Judy Baker, Lisa Drake, Akemi Ishikawa, Gay Krause, Sherri Mines, Joe Moreau, Peter Murray, Nanette Solvason

### Discussion Items

1. Announcements
2. Approval of minutes
3. Updates from ETAC/ETS
4. Finalize revision to 2010-15 Tech Plan
5. Campus-wide plan for classrooms with student computers
6. Proposed new workflow for tech purchases
7. Tech requests in Program Reviews

### Discussion Detail

1. Announcements
  - a. In building 5600 there will be a new computer classroom available in the spring. This is a welcomed addition due to the limited number of classrooms with student workstations. This room will provide an excellent opportunity for faculty to offer hands-on demonstrations and sharing of new technology, without the limited access to such a space due to the scheduling of quarterly classes.
  - b. The Online Education Initiative (OEI) has posted to fill the position of Executive Director. The job posting is open until April 8. Faculty, administrators and student services staff will be approached to serve on the hiring committee.  
(<https://ch.tbe.taleo.net/CH17/ats/careers/requisition.jsp?org=FHDA&cws=1&rid=904>)
2. Approval of minutes (<http://www.foothill.edu/president/ttf.php>)  
Sherri Mines moved to approve the Tech Task Force (TTF) meeting minutes from February 12, 2014. Lisa Drake seconded that motion. The committee then unanimously voted for approval of the meeting minutes. (See above for full attendance.)
3. Updates from ETAC/ETS (<http://ets.fhda.edu/etac/minutes>)
  - a. For a variety of reasons, ETAC is currently revising its mission statement; most germane is to strengthen ETAC's connection with TTF on both colleges. Judy Baker was thanked for her help with the survey of ETAC members. A retreat will be planned to discuss ETAC mission and membership.

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

- b. The pros and cons of issuing .edu emails to all registered students in the district were discussed. Students on both campuses participated in a survey. Mallory Newell was thanked for her help with student survey. There was a 10% response rate from both colleges. Quite a few students said they would like to have a college email address. Some of the pros for auto-issuing .edu emails included overcoming student error problems when entering email addresses on college forms; the college would have an official primary email to keep in contact with students; a college email is a tangible way for alumni to keep a connection with the college; students can often receive student discounts with a verifiable college email account. Some of the cons for auto issuing .edu emails included the possibility of students forwarding their college email to old or bogus accounts and making them as unreliable as before; between the two colleges the number of new accounts to manage would be approximately 65,000 every quarter; the increase in the probability of the email system being compromised due to a student account being hacked. ETAC plans to come back to TTF with various options that will detail all population affected. TTF in turn will then provide ETAC with their view on this issue.
  - c. Due to the fact that many Measure C projects are running over budget, it was decided that it would be most cost effective to move ETS into the former District Offices. A new design is in the works to best suit the needs of ETS. District will stay in the Temporary Village until an appropriate space can be found. The program plan for the schedule for wireless network rollout will be posted to the ETAC website. There is a basic schedule, but it is flexible. Some projects, such as KCI and the IDEA Lab, have been moved up due to re-prioritization. Moreau estimated that deployment for virtualization is in 4-5 months.
  - d. After the network upgrade, there are plans for a telephone system replacement. Bid specs should be done by summer, with bids complete in the fall.
  - e. Strategies to create a back up plan for computers on both campuses were discussed.
  - f. With regard to phishing emails, employees do not take security issues and breaches seriously enough. TTF was tasked with finding a way to get faculty, staff and administrators to not only be aware of these issues, but to comply with the warnings. It was recommended that detailing scenarios in which employees' paychecks and bank accounts could be negatively affected would cause greater interest in observing security warnings. TTF also discussed the legacy issue and some employees maintaining electronic and hardcopy documents with Social Security Numbers (SSN). Employees must remove all SSNs from their computers and blackout or shred all hardcopy documents containing SSNs. It was suggested to have a blackout day and shredding day on campus. TTF was asked to think of additional creative approaches to try and resolve this problem.
4. Finalize revision to 2010-15 Tech Plan  
Some members of TTF requested an extension on the due date for submitting final edits to the 2010-2015 Technology Plan. Members were asked to review the final version and could submit changes via email or printed copy to Judy Baker.
  5. Campus-wide plan for classrooms with student computers  
Currently there are several very unique classrooms with student computers on campus. Since they are all very different, faculty have to spend time familiarizing themselves with the layout and new configuration of the space. Thinking forward, a standardization of the computer classrooms should be considered. The existing system cannot accommodate student and faculty needs, we need to plan for the future. There needs to be greater campus-wide coordination instead of a department/division trying to put a lab together on its own. Although discipline-specific needs will be taken into account, a plan should be in place to streamline the process and to be more efficient. Due to the retirement of Peter Murray, TTF will need at least one new representative on the district Hardware and Software Standards Committee. Mark Anderson has already volunteered to represent Foothill College but TTF

would like someone, who will voice support for technology that will help in the formation of innovative and engaging pedagogy for our students, to represent the TTF committee.

6. Proposed new workflow for tech purchases

A proposed workflow process, which will describe the appropriate and most efficient way to submit technology purchases, is in the works. Input from TTF members is welcomed.

7. Tech requests in Program Reviews

TTF was informed that making recommendations regarding prioritization of tech requests in Program Reviews is not going to be a responsibility of the entire committee. Instead, the TTF chair will perform that function. The revision to the 2010-2015 Technology Plan will be updated to reflect this change.