FOOTHILL COLLEGE
Technology Task Force Meeting

MINUTES

Date: 04/09/14   **Time:** 2:00-3:00 p.m.   **Location:** Altos Room (2019)

Attending

Judy Baker, Brenda Davis, Lisa Drake, Kurt Hueg, Akemi Ishikawa, Gay Krause, Sharon Luciw, Sherri Mines, Peter Murray, Teresa Ong, Lori Silverman, Bernata Slater

Discussion Items

1. Announcements
2. Approval of minutes
3. Data security on college computers and servers
4. Campus-wide plan for classrooms with computer and multimedia equipment
5. Support for faculty and staff innovation and pilot projects that involve educational technology

Discussion Detail

1. Announcements
   a. Reminder: "In support of the Measure C Network Refresh Project the ETS Network team has planned a network outage for Thursday April 10th from 10 PM to 2 AM (Friday morning the 11th). All On Campus Network services are affected. Access from Off Campus to services physically located on the Foothill Campus are affected. Etudes is not affected since it is hosted off site. Access to MyPortal, email, and all other services served out of the De Anza Data Center are not affected." This should be the last planned outage to get the firewall online. A request was made to discuss problems or compromises to the firewall in greater detail and notifying system users who may be affected at a future meeting.
   b. Prioritizations for technology requests for next year's budgets were received and some committee members may be contacted for guidance and recommendations for division specific questions.

2. Approval of minutes (http://www.foothill.edu/president/ttf.php)
   Lisa Drake moved to approve the Tech Task Force (TTF) meeting minutes from March 12, 2014. Sherri Mines seconded that motion. The committee then

unanimously voted for approval of the meeting minutes. (See above for full attendance.)

3. Data security on college computers and servers
ETS is looking for suggestions from faculty and staff on their perspective about how to address data security issues. There is potentially a great deal of Social Security Numbers (SSN) and other confidential data being stored on computers, backup drives, and CDs that need to be disposed or destroyed. It was suggested that access to confidential shred-it bins (power shredding of documents with staples, CDs, etc. under lock and key) be available throughout the campus at all times. It was recommended that District policies on paper and electronic data retention and destruction be made clear. In addition to having shred-it bins on campus, other suggestions to increase participation and awareness included a shred-it day event; include information for new staff hire workshops; post information in MyPortal as it becomes available. A request to find out when the switch from SSNs to Campus Wide Identification numbers (CWID) was made, to help determine how far back data with SSNs might exist. TTF discussed how to best disseminate information about data security to faculty and staff and how to get the campus to participate. A point was made that the issue may not be a lack of interest in disposing of confidential data, but more of a concern that once destroyed, that data will be requested by someone (e.g., students, auditors, etc.) Concern was also voiced for historical data being passed forward by retirees, former employees, etc. and not knowing what is contained in these inherited electronic and paper files. This prompted a reiteration of the need for clarification of District policy on data retention timelines, particularly in relation to auditing purposes. The District will be engaging a consultant to help develop an overall security plan that will address storage of confidential electronic data. It was determined that as the plan develops, faculty and staff will need support with greater access to information and infrastructure. If an internal server or secure storage cloud is made available, they will need to be given clear instruction, and suggestions on where to look for old data. It should be acknowledged that faculty and staff are being asked to take thoughtful action, and that this is not an insignificant task.

4. Campus-wide plan for classrooms with computer and multimedia equipment
It was agreed that requiring the exceptions to standard tech hardware and software have written plans with considerations such as total-cost-of-ownership and availability of staffing for tech support and training was acceptable, to try and create a more efficient process and reduce delays. It was observed that trying to create maximum efficiency by tracking requests with forms and a single inventory database may feel restrictive and limiting, but will help reduce unnecessary delays in the end. Additional suggestions included creation of a system to track multimedia equipment campus-wide, and to have ETS provide expiration dates for multimedia equipment. It was

observed that maintaining these databases would be time-consuming and a designated position would need to be assigned for support.

5. Support for faculty and staff innovation and pilot projects that involve educational technology
   TTF discussed the potential campus use of lecture capture technologies. Many agreed that the needed resources, special access, training, and staffing required to maintain and support a lecture capture classroom would might be better served elsewhere. An alternative solution to the "amateur" videos produced independently by faculty, who are trying to be innovative in their classes, does need to be sought, but lecture capture was not the supported solution. De Anza's solution, the utilization of the Technology Resources Group (TRG) and rooms in the Kirsch Center for Environmental Studies and Distance Learning Center, is expensive and requires tech support. A faculty member could not create videos independently in these environments. Many committee members also felt that telepresence (videoconferencing) also suffered from a need for very specific requirements for implementation, and was not the appropriate place for attention or resources. Members agreed that the college priority is supporting its growth in online education, professional development and the exploration of innovative educational technology to meet faculty and students' needs.