



FOOTHILL COLLEGE

# Technology Task Force Meeting

## MINUTES

**Date:** 05/14/14

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

**Location:** Altos Room (2019)

### Attending

Judy Baker, Lisa Drake, Akemi Ishikawa, Gay Krause, Sharon Luciw, Sherri Mines, Joe Moreau, Peter Murray, Paula Schales, Lori Silverman, Nanette Solvason, Susan Traynor

### Discussion Items

1. Welcome and introductions
2. Approval of Minutes from April meeting
3. Announcements
4. Update from District ETS and Online Education Initiative
5. Review of tips for painless tech purchases
6. Info sharing about tech projects and purchasing needs

### Discussion Detail

1. Welcome and introductions  
TTF members went around the room and introduced themselves. Paula Schales was introduced as the temporary Technology Trainer who will fill in for Nas Ouliaei while she is out on medical leave.
2. Approval of Minutes from April meeting  
Sherri Mines moved to approve the Tech Task Force (TTF) meeting minutes from April 9, 2014. Lisa Drake seconded that motion. The committee then unanimously voted for approval of the meeting minutes. (See above for full attendance.)
3. Announcements
  - a. Adobe Creative Cloud will be available in August through a District-wide site license. Some of the applications included in the Creative Cloud are Acrobat Pro, Photoshop, Illustrator, InDesign, and Dreamweaver. Distribution has not yet been decided, but student labs will have priority and users in the Fine Arts & Communication Division and the Computer Science Division have already shown considerable interest in a self-install

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

for their departments. Adobe would not certify or allow for use on a virtual server. If demand is high, these applications may become part of the District software standard. In the future a site license for lynda.com may become available for online tutorials and training for Creative Cloud applications.

- b. Andrea Hanstein the new Director of Marketing, Public Relations and Design Services will be joining TTF.

#### 4. Update from District ETS and Online Education Initiative

##### a. Student email project development

The results of a survey of students at both De Anza and Foothill campuses reflect their interest in having a “.edu” email address. A “.edu” address will allow students to obtain discounts and access to free educational resources. Student email project development will address policies and procedures on student communication, technical issues, cost, etc. Since it would be too costly a project for the District to run, free service from Google or Microsoft for educational institutions will be considered. It was noted that Microsoft would integrate nicely into systems already in use. Representatives from Admissions and Registration, Marketing and Student Outreach were suggested as potential participants in project development. Volunteers from TTF were also asked to participate. Susan Traynor expressed interest and brings the experience of student email implementation in her former district with her. The request for student “.edu” email addresses came from the student government group, therefore Pat Hyland, Dean of Student Affairs and Activities will be approached to help assemble student representation on the project. TTF members were asked to send recommendations for project participants to Judy Baker. Discussions are taking place and early work may begin over the summer. Details and timelines will be shared as they become available.

##### b. Faculty/staff desktop back up preferences

The District currently does not have a system in place for faculty/staff desktop back up. Some colleagues have developed their own methods, but generally the majority of faculty/staff do not have protection for their data. TTF was asked what they would like their top five features to be for desktop back up. Some suggestions included on-campus use only to avoid support of personal files, automatic back up because users will ultimately forget to back up on their own, and the ability for users to independently retrieve files. Consideration of a simple automatic back up to a specified file and clarification of what “back up” really means (consistent live back up versus reverting to a file backed up 3 days ago) was requested. After input from both De Anza and Foothill TTF is examined, ETAC will provide more definitive options to review in the fall.

##### c. Online Education Initiative (OEI)

- i. A steering committee is in place with a broad base of representatives (administrators, faculty, staff) from stakeholders state-wide.
- ii. The Executive Director search committee is reviewing applications. Three other leadership positions are open to applicants until May 26 and/or May 27.
- iii. Foothill College has volunteered to participate as a pilot college in the OEI.

Benefits to participating as a pilot college include:

- Play a primary role in the development of the consortium
- Professional development
- A centrally funded, advanced CMS
- Support for creation of accessible instructional materials and provision of accommodations
- Online tutoring and proctoring
- Online advising & counseling systems
- Support for basic skills instruction
- Online library services
- Instructional design support
- Support for administering credit by exam
- Student orientation & preparation for online learning

Expectations of a pilot college include:

- In collaboration with the OEI Steering Committee, develop policies for governing the responsibilities of “Home” & “Teaching” colleges
- Ensure academic senates of each college fully control their curricula
- Use OEI web portal as a clearinghouse
- Coordinate purchases of online products & services
- Ensure accessibility & usability of shared resources
- Utilize centralized, online student support services
- Implement course design standards
- Coordinate professional development activities & standards

There are 12 colleges interested in being a pilot college. Selected pilot colleges will be announced on June 11.

#### 5. Review of tips for painless tech purchases

Process of consulting with ETS before the PR is created and the correct account codes to use (Luciw)

Before making technology hardware or software purchases and creating a Purchase Requisition, submit an ETS Work Request at <https://etshelp.fhda.edu/>. Title the Work Request “Consulting Requested for a Technology Purchase”. If an ETS Work Request number is provided on a Purchase Requisition for reference Purchasing will know you have consulted with ETS, thereby reducing the chance of a hold or backtracking on your

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

project. A list of account codes related to computer technology purchases was provided:

6410	FH-CS Minor Computer Software
6610	FH-CS Major Computer Software
6461	FH-CS Minor Computer and Printer
6661	FH-CS Major Computer and Printer

An incorrect account code can be cause for placing a Purchase Requisition on hold. By consulting with ETS the process for expediting technology requests will become smoother and more efficient. ETS must manage and balance bond projects and daily requests. With advance notice through consulting requests, ETS will be able to schedule and prioritize accordingly. In working with Judy Baker and Bernata Slater and examining tech requests in advance, money can be saved though potential collaborative purchases and considering total cost of ownership. Also, determining lead times for delivery dates and communicating a deployment schedule to the requestor will add to the efficiency of the process.

6. Info sharing about tech projects and purchasing needs
  - a. TTF is where technology purchases should be reviewed before implementation. In addition to helping ETS with prioritizations, sharing information about tech purchases and projects can be beneficial in the following ways:
    - Make the task of comparison-shopping for tech purchases easier by collaborating with others
    - Increase your buying power by combining purchases
    - Hear lessons learned from those with experience purchasing/using similar tech products
    - Discover if we already have the tech that you need
  - b. Tech projects shared with the group were:
    - a. Purchase of OrgSync, a private online community management system that connects students to activities, programs, and departments on campus, for ASFC (Student Affairs)
    - b. Acquisition of monitoring software for both De Anza and Foothill International Student offices
    - c. implementation of ClockWork Database Scheduler, data management software specialized for disability service departments, for the Disability Resource Center,
    - d. A video production lab, for faculty to create videos for flipped classroom models, for the Physical Sciences and Engineering Center (PSEC)
  - c. Let Judy Baker know if you plan to schedule a vendor demo to spread the word and increase attendance. Also let Judy Baker know if there are any product demos you would like her to arrange.