FOOTHILL COLLEGE
Technology Task Force Meeting

MINUTES

Date: 10/05/15   **Time:** 2:00-3:00 p.m.   **Location:** Toyon Room (2020)

Attending

Judy Baker, Bradley Creamer, Heather Garcia, Dawn Girardelli, Pam Grey, Andrea Hanstein, Akemi Ishikawa, Asha Jossis, Sharon Luciw, Joe Moreau, Steven McGriff, Sherri Mines, Teresa Ong, Paula Schales, Lori Silverman, Victor Tam

Discussion Items

1. Introductions
2. Approval of minutes (see http://www.foothill.edu/president/ttf/TTF_Minutes_061015_DRAFT.pdf)
3. Review of TTF purpose (Baker & Hanstein)
4. Announcements (All)
5. Website Redesign Update/Timeline (Hanstein)
6. Report on input for Tech Plan by administrators in Sept. (Baker)
7. Coordination of Tech Plan development and deadlines (Baker)
   a. Coordinate with District Tech Plan
   b. Collect input from faculty
   c. Collect input from classified staff
   d. Develop outline

Discussion Detail

1. Introductions
   Committee members went around the room and introduced themselves.

2. Approval of minutes (see http://www.foothill.edu/president/ttf/TTF_Minutes_061015_DRAFT.pdf)
   Minutes from the previous TTF meeting were reviewed and approved.

3. Review of TTF purpose (Baker & Hanstein)
   - The TTF Mission Statement was reviewed.
   - Members discussed editing and revising the statement.
   - The group also discussed how TTF is not as visible as they should be on campus.
   - Members would like to have more transparency with the processes in which they are involved.

4. Announcements (All)
   - The wireless network authentication structure was deployed. Users only need to sign on once. Submit an ETS ticket if any problems are encountered.
   - The 2015-2016 Town Hall schedule and topics will be posted after the next ETAC meeting.
   - The timetable for Office 365 will be posted on the ETAC website soon.
   - Sharon Luciw and Judy Baker met to discuss ways to improve workflow and "customer service"

by ETS.

- o Sharon will arrange for ETS staff to get formal training in "customer service."
- o Sharon is setting up a new automated process that will systematically track the status of computer refreshes as well as generate reminders to ETS staff to follow up when there is a delay.
- o Sharon will check with ETS staff about the preparation of classrooms for Fall Quarter, including bulb replacements and safe cabling for cords at instructor workstations.
- o Sharon will review the existing written "guides" for use of equipment in smart classrooms. She revises these as necessary.
- o Judy will develop a FAQ webpage about campus tech, with input from Sharon (e.g., see http://web.plattsburgh.edu/technology/computers/upgradefaq.php)
- o Judy will develop and disseminate a memo about the important role that Foothill employees have in the timeliness of the computer refresh process.

5. Website Redesign Update/Timeline (Hanstein)
   - Both De Anza and Foothill College have elected to contract with Visionpoint to work on their website redesigns.
   - The marketing team met with administrators, staff, faculty and students for input.
   - The process will begin on October 20th after contracts are signed. Visionpoint will be contracted for 14 months. The redesign is anticipated to take 9 months, while the migration may take 3-4 months. The most difficult component will be the content migration. It will take a great deal of work to de-clutter the website. This time next year the new website should be up and running.
   - Departments/divisions will be responsible for updating their own pages. Administrators will select the content administrators for their areas.
   - There will be trainings in the summer on how to use OmniUpdate.
   - Web accessibility workshops will be scheduled with the DRC.
   - As part of the upcoming Professional Development Day on Friday, October 9th, there will be a workshop on Creating Accessible PDFs with Paula Schales from 9:40-10:40am in Room 8401.
   - The plan is to shift much of the non-public content from the website to the underutilized MyPortal.
   - The new firewall at the main server will be implemented this month. Plans for the future included elimination of the Apple web servers and moving to a virtualized server for efficiency and cost effectiveness.

6. Report on input for Tech Plan by administrators in Sept. (Baker)
   - The administrators were approached and asked to provide input either through a survey, Zoom, face-to-face group meeting or in a one-on-one session.
   - Feedback from a few key administrators is still missing, but from the information gathered, there is some consistency in what they would like to see: improved communication, transparency in processes, better solutions for the tech purchasing process.
   - The administrators did split on prioritizations; Impact, compliance, security, cost and safety were all taken into consideration.
   - It was reported that the most productive meetings were Zoom video conferencing meetings, but other avenues for collecting feedback will still be made available.

7. Coordination of Tech Plan development and deadlines (Baker)
   a. Coordinate with District Tech Plan
      - Both De Anza's and Foothill's tech plans need to be completed to feed into the District tech plan. The District plan will need to be completed by next June, therefore the colleges

need to finish the majority of the data collection before the Thanksgiving holiday.

b. Collect input from faculty
   - ETAC conducted a survey of faculty to solicit their input on evolving technology for the classroom. The results will be shared with TTF.
   - Joe Moreau will help coordinate the faculty face-to-face session, because ETAC colleagues will want to be present.
   - It was suggested that the Academic Senate be approached for suggestions on how to draw faculty participation. In particular, input from adjunct faculty will be welcomed.
   - Lori Silverman suggested that the faculty in her division would most likely prefer to take the survey, but may need reminders sent to complete the request. Lori agreed to conduct faculty interviews if needed.

c. Collect input from classified staff
   - Judy Baker will send out a survey to staff.
   - Bradley Creamer and Andrea Hanstein will facilitate the face-to-face and Zoom sessions for staff.
   - Asha Jossis will conduct the one-on-one interviews with key staff members if necessary.
   - Sherri Mines will approach the Classified Senate to promote staff participation.

d. Develop outline
   - TTF would like all colleagues to feel they have had the opportunity to contribute and have been part of the development process of the tech plan.
   - Judy Baker will summarize and report after data is collected.
   - The college and district plans will be brand new. They will not be updates of the existing plans.
   - ETAC is working toward a web-based district tech plan. They would like the plan to be web-based for it to be the most accessible for everyone to contribute.
   - Connecting all three plans (De Anza, Foothill, district) will demonstrate integrated planning. Integrated planning at the college and district level will be important themes for accreditation. The district plan will need to flow from the college plans. If they are not explicitly connected, there is a problem. An important theme to highlight is the district's intention to provide infrastructure for the colleges. The district wants to take tech problems away from the colleges so that the colleges can concentrate on teaching, learning, student success, equity, etc.