



FOOTHILL COLLEGE

Technology Committee Meeting

MINUTES

Date: 03/23/16

Time: 12:00 p.m. – 1:00 p.m.

Location: Altos Room (2019)

Attending

Judy Baker, Andrea Hanstein, Kevin Harral, Kurt Hueg, Akemi Ishikawa, Sharon Luciw, Steven McGriff, Sherri Mines, Joe Moreau, Paula Schales

Discussion Items

1. Welcome and introductions
2. Approval of minutes
3. Announcements
4. Updates
5. Review of the Technology Master Plan draft

Discussion Detail

1. Welcome and introductions
TC members went around the room and via Zoom for introductions.
2. Approval of minutes
Minutes from the February 25, 2016 meeting were approved.
3. Announcements
 - a. Links to ETS Town Hall videos available at <http://www.foothill.edu/president/ttf.php>
 - i. Video about Virtual Desktops <https://youtu.be/M2zAPoMNrag>
 - ii. Video about Office 365 OneDrive Basics <https://youtu.be/QusOCZqan7A>
 - b. A new E-Business (BUSI-059B-01Y, CRN 41480) course is on schedule for Spring 2016. This course will be taught by venture capitalist Selvasodan Selvaretnam. He will be inviting his tech startup colleagues to campus as guest speakers. There was interest in having a videographer record the sessions.
 - c. The Business and Social Sciences Division (BSS) recently purchased a campus-wide site license for Statistical Package for the Social Sciences (SPSS). Only 15 people can use it simultaneously. Contact Interim Dean of BSS, Teresa Ong (ongteresa@fhda.edu) if you would like access to do your own data analysis.
 - d. A Doodle poll will be sent out to schedule TC meetings for spring.
4. Updates
 - a. Website redesign
 - i. Marketing held two sessions of intense focus groups based on special users.
 - ii. Based on feedback from these two groups, examples of a new site map and wireframes are now available.

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

- iii. There will be a round of focus groups in April where design concepts will be shared.
 - iv. Accessibility issues are being addressed during the process.
 - v. Content migration will be a challenge, but it is an opportunity to clean up and get rid of outdated material. Summer will be the time to lay down the groundwork and fall will be the most labor-intensive period.
 - vi. The website is not currently "user-friendly" in its use of language. The college will need to re-write content in a student-centric manner.
 - vii. The college is moving toward having a separate website for faculty/staff content only. The goal is to ultimately use the portal for this content, but it was agreed that this would take time and would involve a huge culture shift for the campus.
 - viii. The committee discussed how the efficiency of the new website will contribute to increased productivity on campus. The public will be able to find information with greater ease, thus alleviating the amount of time spent by staff and faculty helping users navigate the college website.
- b. District ETS
- i. The March Town Halls on the progress of the California Community Colleges Online Education Initiative (OEI) were held on Zoom this week. The sessions, which covered the progress of OEI from 2013 to present, available on the district YouTube channel at <https://youtu.be/3i3kR3Zgg3E>
 - 64 of the 113 California community colleges have formally committed to migrating to Canvas. Additionally, another 13 colleges have indicated their intent to also move to Canvas. By summer, 80 colleges will most likely have made the move. Encouragingly, this places this project two years ahead of schedule.
 - The OEI project team met with the director of finance from the governor's office in Sacramento. The director let the team know how excited the governor was about the initiative, and if more money is needed, their office was prepared to fund OEI's needs. He shared how the governor understood the value this project brings to the state. OEI will determine how much more, and when, additional funding will be needed.
 - ii. An update on implementation of the new phone system was provided.
 - The team is finalizing the statement of work and should have a signed contract by the end of the week.
 - The timeline for the phone system upgrade will be tight. Most users will not have much to do. Exceptions will include those departments with more complex systems or needs such as Admissions and Registration or Financial Aid. In any case, the vendor and ETS will need a quick turnaround with input from users. Much of the work will be done during the summer with the goal to have the new system implemented by fall.
 - Sharon Luciw and her team were acknowledged for their creative thinking about how to get Sunnyvale Center up and running on schedule. ETS has been devoting their time and expertise into building the systems needed to get the phone system prepared at Foothill, and have them ready to implement at Sunnyvale when access becomes available. Under normal circumstances, ETS can get a new building online in two months, but an entirely new site, like the Sunnyvale Center, will require three months.
 - iii. At the software standards meeting, it was decided that the district would not be moving to Windows 10 yet. The move to Windows 7 just took place and 10 is not fully tested. The browser Microsoft Edge needs more testing with Banner and the portal. If someone is purchasing outside of the standards list and plans to use 10, ETS is not ready to assist. It is **recommended that Firefox be used instead of Edge**.
 - iv. Users were reminded to **disregard pop up messages to upgrade to Windows 10**, especially if they are on an older system or version. Do not succumb to the

- update requests. Upgrading can sometimes cause irreversible damage. When in doubt, consult with ETS before accepting any update requests.
- v. SSD drive versus spindle drive reliability was reviewed by ETS. They are looking into the Measure C budget limit and researching what can be obtained as a decent size drive for district standard laptops.
 - vi. Office 2016 has problems syncing. A methodology is needed so users can sync it themselves. ETS would like to see more than an 80% success rate. Making sure it will work for the majority of users is a challenge.
 - vii. VMware software is slow to run Windows. Therefore, new virtual desktop infrastructure (VDI) will be implemented for the multi-media consoles to accommodate both Apple and Windows users.
 - viii. By the end of spring there will be no maintenance for analog overhead projectors.
 - ix. The district will be moving away from use of VHS players.
- c. Canvas migration and accessibility reviews of online/hybrid course sites are on target.
 - i. About 75% of faculty have indicated interest in getting Canvas certified. Approximately 25% have completed training.
 - ii. Few have completed an actual migration, but the team feels this endeavor is moving at a comfortable speed.
 - iii. Accessibility compliance has a steep learning curve. Dialog between faculty and Foothill Online Learning has developed an applicable system. 30 reviews have been completed. In two weeks the team is on track to have 60 completed.
5. Review of the Technology Master Plan draft
- a. The focus on goals and the overall dynamic of the document was praised. The committee would like to maintain the structure based on "umbrella" or broad terms and avoid descriptions of specifics or particular departments, spaces, classrooms, etc.
 - b. The edits provided by KCI were questioned on some of the specifics cited. It was clarified that these edits were also intended to address college-wide implementation, not specific to KCI. (The support of "makerspaces" was used as an example.)
 - c. TC discussed why some programs had their own sections in the plan while others did not. Members were reminded that the entire college was asked to contribute. TC then agreed that individual program entries would be included in the appendix, not in the main body of the document. In turn, the section that addresses accreditation standards would be moved out of the appendix and into the main body of the document. This would allow for ease of updating any changes by programs in the appendix only.
 - d. After the overall summation of the document was made, TC began review of the draft plan by section.
 - i. The summary, introduction and mission were approved.
 - ii. Strategic Capabilities' four categories were reviewed. This section was based on input provided by a cross section of the college.
 - iii. Three-Year Goals and Objectives reference back to the Strategic Capabilities.
 - If an item was not identified in Strategic Capabilities then no goal was provided.
 - Action steps to address each goal do not always match up. TC discussed using objectives that were not measurable and how success is difficult to evaluate when objectives are not measurable.
 - It was noted that bullets one and two under Objectives were the similar and that bullet three conflicted with both one and two. Needs assessment does force conversation among the major stakeholders but it is ambitious and will hold some projects back. The value of efficiency versus innovation and what level of compromise would be enacted was discussed. The total cost of ownership is not always thought through to complete the project, but return on investment would need to be considered. What the students and faculty receive in return is a huge factor. It was suggested that the tools to evaluate

both return on investment and total cost of ownership be provided. The tools available from Gartner technology research will be explored and an abbreviated version, for example, an Excel template, can be developed and provided to the campuses.

- e. TC members were asked to continue review of the plan by section and send specific input and suggested wording. For example, determine if stakeholders' needs are being addressed, if the goals match the greater plans of the college, etc.