

Technology Task Force  
Foothill College  
Agenda for May 2, 2012

Attendees: Shelley Schreiber, Pam Wilkes, Kurt Hueg, Fred Sherman, Mark Anderson, Peter Murray, Judy Baker, Gay Krause, Drake Lewis.  
Absent: Mario Ramos, Classified Senate; Student Rep.

- 1. Technology Prioritization Update:** Fred Sherman and Kurt Hueg discussed the current status of the district project prioritizations for ETS. The Tech Task Force provided the following rankings of current technology projects:  
CalPERS Benefits Transition: C  
DA Flea Market Wiring: N  
BDMS Purchasing: I  
International Students Application: I
- 2. MeetingMaker Replacement Project Update: Outlook/Exchange**  
Sherman said in June, ETS will transition the first group of users to the new Outlook email and calendaring system. The transition will take several months. The new system will eliminate the need for products such as smtp to go, and notifylink, which are bandaids for the current system's lack of integration with other systems.
- 3. Technology Plan Update:**  
Kurt Hueg discussed plans to update the technology plan for Fall 2012. Hueg recommended as part of the plan, to create a new group that would focus on instructional technology, and lead to the creation of a website defining the universe of instructional technology available to faculty, beyond the standard classroom configurations. This could include electronic white boards, wireless devices such as Ipads, tablet computing, etc. Murray suggested the committee be lead by faculty. Wilkes suggested the Tech Task Force involve more faculty, and that this could be accomplished by a special meeting of the TTF. Gay Krause suggested we have a period at the beginning of the meeting for demonstrations of instructional technology, much like the Workforce Workgroup does with its program demonstrations. The Group agreed this was a good idea. The TTF agreed to have a meeting prior to the end of the quarter to specifically focus on instructional technology and how to provide better focus on this moving forward. Hueg said he will schedule the meeting prior to the end of the quarter.

The technology plan will be reviewed over the summer and a draft will be ready by October for review by the TTF. The TTF will provide feedback prior to the end of the quarter for updating the document to ensure it is aligned with our mission, is focused on the core activities of the college and is forward thinking in its scope.

4. **MyPortal Tab and Channel Improvement Project:** Drake Lewis of the Luminis Team presented a proposed update to the organization of information “Channels” and tabs within the student and faculty portal. The TTF agreed it was an improvement and approved it going forward. The updates include splitting the student information into two tabs, and renaming the “all users” tab to “home.” The student information would be split into a “Student” tab and a “Registration” tab, so that registration information can be easily coordinated into a single area for students.
5. **Capture Card:** Fred Sherman discussed latest developments with Capture card replacement planning. Wilkes reported on a meeting she attended at De Anza regarding a product from a company named NuVision, offering card integration with Banner. A meeting is scheduled for next Wednesday that Hueg, Sherman and Wilkes will attend to discuss the current planning for replacing the Capture software and Go Print.
6. **Use of Social Media Taskforce:** Judy Baker invited participation on a new Use of Social Media Taskforce which will address **Responsible Use of Social Media and Cloud Services**.

### **Goal**

To provide the District and both colleges with guidance about promoting responsible use of social media and cloud services by the FHDA community.

### **Taskforce Objectives might include:**

#### **Identification and analysis of concerns associated with use of social media and cloud services**

Lack of guidance for employees from the District and colleges  
Student Privacy and FERPA

Accessibility compliance

Copyright and fair use compliance

Data storage security

Data retrieval

Student authentication

Intellectual property

Misuse of FHDA, Foothill College, and De Anza College brands

**Identification of and analysis of feasibility of potential solutions**

Conduct needs assessment and determine that concerns are unfounded

Use a student consent form

Require faculty to give students an opt-out of using open or public social media (SoMe) tools in a class

Establish a policy that requires the Foothill College community to submit an application for use of cloud-based and/or SoMe services for college-related purposes

**Taskforce Action Steps might include:**

1. Conduct needs assessment

Examine and understand current, local cloud-based and SoMe teaching and learning practices

2. Survey faculty about their use of cloud-based and SoMe services for instruction in terms of what tools are used and how FERPA, accessibility and copyright compliance is addressed

3. Review what similar colleges are doing about cloud-based and SoMe use by their college community

4. Get feedback from faculty about what solutions would work best

5. Pilot a strategy/solution, determine the success of the pilot

6. Develop guidelines and/or policies based on the needs assessment and the pilot

7. Raise awareness and provide training about responsible use of Cloud and SoMe services

8. Develop scenarios of typical Cloud and SoMe services use and facilitate faculty dialogue about responsible use (e.g. , at Division meetings)