



FOOTHILL COLLEGE

Technology Task Force Meeting

MINUTES

Date: 3/11/15

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

Location: Altos Room (2019)

Attending

Judy Baker, Julie Ceballos, Bradley Creamer, Lisa Drake, Pam Grey, Kevin Harral, Kurt Hueg, Steven McGriff, Sherri Mines, Nicole Ramsey, Paula Schales, Lori Silverman

Discussion Detail

1. **Welcome and introductions**
2. **Announcements**

- a. Upcoming ETS Town Hall presentations (Toyon Room)
 - i. Office 365 Conversion
 - Monday, April 6 at 9:30 am
 - Monday, April 6 at 2:30 pm
 - ii. Technology Purchasing
 - Monday, May 4 at 10:30 am
 - Tuesday, May 5 at 3:30 pm
- b. COOL charged by Academic Senate to explore CMS options
 - i. Assistance is requested for faculty to discuss the options with their colleagues and weigh in on ideas with the Senate about the decision process and the various pros/cons of CANVAS as an alternative to Etudes.
 - ii. The next decision in the process is when to make the transition for the first trial group.
 - iii. Faculty will need time to experiment with CANVAS as a new CMS. The students and faculty who have been part of the initial trial group are asked to discuss with others what their experiences have been with the new system, in contrast to the existing Etudes CMS.
- c. Search for permanent Tech Training Specialist position underway
Approval has been given to Foothill Online Learning for a Tech Trainer permanent position.

3. **ETS updates**

There is no ETS update today due to ETS staff absence.

4. **Marketing updates**

Plans for the new Foothill website redesign were discussed:

- a. An enterprise installation will likely be chosen, which can publish to the main

server. Advantages of this and the SAAS (Software as a Service) option were discussed. See link for technical details:

<http://omniupdate.com/products/oucampus/deployment.html>

- b. The Marketing staff attended a recent OmniUpdate training event where they learned coding for the new system and reviewed ideas on vendors for the upcoming website redesign RFP.
- c. An important advantage to most users at Foothill is that they can do small changes on their own to their web pages without submitting requests to Marketing. Users will be able to log in and complete simple edits and updates in a faster way than is currently available.
- d. One intent of the new site design is to be able to find things online at Foothill in a more modern and intuitive way that reflects Silicon Valley and a 21st century appearance. Attempts will be made to have more top-level domains for Foothill departments that are easier to find when users are navigating the site.
- e. Some other benefits of OmniUpdate are that it is more robust for user content, and features such as Google Analytics can be done from within the system. Bradley will be sending out a memo to faculty and staff to see what they want their URL to be.

5. OEI updates

- a. Selection of Canvas as common course management system
 - i. OEI has selected CANVAS as the new CMS for a pilot program that is expected to have no more than 10 trial courses in the initial phase. Courses chosen for this phase must meet certain criteria including instructor willingness to follow specific guidelines. Faculty who are interested or have questions can contact Dr. Judy Baker for further details.
- b. Availability of online student readiness and tutoring services in spring quarter
 - i. Several benefits of participation in the pilot program are that:
 - Foothill courses get online tutoring first, before other schools who are not participating in the pilot program.
 - Canvas has a student readiness survey that is more extensive than what we have for Etudes right now. When a student takes the survey, their input for answers will be filtered to an output process that directs them to specific tutorials that address the areas that they may need work on, prior to starting a class in Canvas.
 - Exam proctoring will be established with other schools and coordinated with the assistance of services such as ProctorU (<http://www.proctoru.com>), which uses web cams to monitor student activity during an online exam.
 - As participants in the pilot program, Foothill College benefits greatly by these and other services being financed entirely or in part (during the

initial pilot phase) by OEI.

6. District Tech Plan development

a. Strategic Capabilities Workshop - Part I & II

i. 8:30 am – 4:00 pm on April 15 at De Anza

Joe Moreau invites the Tech Task Force to participate in this planning event, to start thinking about what capabilities are for the future of the district and its tech evolution over time.

The schedule for the day is:

8:30 to 12:00 *Developing Strategic Capabilities for Foothill, De Anza & Central Services*

College and Central Services leadership and TTF and ETAC members should participate

12:00 to 12:45 *Lunch*

All participants are welcome

12:45 to 4:00 *Reflecting Strategic Capabilities in College & District Technology Plan Revisions*

College TTF and ETAC members should participate - other interested stakeholders are welcome

ii. Need attendance by TTF all day but most important for afternoon session. If Foothill faculty and staff are not able to make it to the event, please consider sending a proxy in your place so that there is representation from different departments. Lisa Drake will also be announcing more about this event at the Academic Senate.

- Part I: morning session conducted by Gartner consultants
- Part II: afternoon session facilitated by TTF and ETAC

i. Notes on things to consider for the Strategic Plan:

Smart classrooms are a focus, not just in the items that are purchased, but specifically what use and capabilities they will contribute to the employees and students as a part of the learning and teaching experiences at Foothill College.

- ii. The new Ed Center is an example of where we want to look in our future, as the environment will be one of higher tech expectations. When visitors come from neighboring tech companies to the new center, it would be optimal for them to be able to function seamlessly with our technology.
- iii. Another key area is in operations with ETS and the work order ticketing system. It is important to develop strategic planning that takes different Foothill departments into consideration and breaks down the barriers between functional areas in order to have better communication in resolving tech issues.

- iv. Lynda.com is another idea to think about for training opportunities of Foothill faculty and staff. Employees can log in and create an account with their Foothill college email address. The needs are great for tech training and when the ETS person who previously filled this function was lost, Lynda.com was added in order to fill this gap and provide online training.