FOOTHILL COLLEGE
Technology Task Force Meeting

MINUTES

Date: 2/11/15   **Time:** 2:00-3:00 p.m.   **Location:** Altos Room (2019)

Attending

Bradley Creamer, Lisa Drake, Andrea Hanstein, Kevin Harral, Sharon Luciw, Steven McGriff, Sherri Mines, Joe Moreau, Paula Schales, Nicole Ramsey

Discussion Items

1. Welcome and introductions
2. Announcements
    a. ETS Town Hall Meetings
    b. District Website Conversion
    c. OEI: Standard Course Management System
    d. ETS New Computers
3. Foothill College Website Redesign Update
    a. RFP for Web Design Services (attachment)
    b. Server Upgrades
4. Student Email System
5. Foothill College Tech Plan Update
    a. Strategic Capabilities Workshop; Wednesday April 15 @ DeAnza

Discussion Detail

1. Welcome and introductions

    TTF members went around the room and introduced themselves. Bradley Creamer was introduced as the new Webmaster at Foothill College.

2. Announcements
    a. ETS Town Hall Meetings (attachment)
        A handout was distributed with dates and times of workshops that have been scheduled to discuss topics including:

Information Security	2/9/15 at 9:30 am & 12 noon
Online Education Initiative	3/4/15 at 3:00 pm, 3/5/15 at 9:00 am
Office 365 Conversion	4/6/15 at 9:30 am & 2:30 pm
Technology Purchasing	5/4/15 at 10:30 am, 5/5/15 at 3:30 pm

        All meetings will be held in the Toyon room at Foothill College unless otherwise noted. People are encouraged to attend the meetings and to spread the word for others to

attend. Joe Moreau offered to schedule repeat meetings of any of these topics listed, and any departments that are interested may contact him for arrangements.

b. District Website Conversion
   i. The process is progressing and all departments are set, with the exception of Facilities. Completion is expected during Spring Quarter 2015.
   ii. Navigation of the new district site with tiles and a new look of "responsive design" is intended to provide effective display for tablets and smartphones with different form factors in consideration.
   iii. Instead of district names, the headings will be more functional with titles that help people navigate the site. The Foothill Foundation will have a slightly different style than other pages of the site.

c. OEI: The Standard Course Management System vendor choice
   i. A large scale RFP was put out last year and the short list included Blackboard, Remote Learner (Moodle) and CANVAS. The winner was scheduled to be announced on 2/12/15 at 10:00 am.
   ii. Note to the Faculty: each college can choose which system they want, but ETS hopes to encourage adoption of the system that is chosen by OEI and will provide support services to assist in the migration.

d. ETS: New Computers
   i. Sharon presented new ways to have faculty and staff computers categorized and replaced. After several rounds of discussion about screen sizes, four categories were determined.
      - NOMINAL (SARS, Print stations, student check in, travel, presentations, digital Information displays, normally a shared device or used for digital storage)
      - TYPICAL (email, Internet, printing MS Office, some storage, multimedia instructor station, Banner, MyPortal, Adobe Acrobat, spreadsheets and number crunching)
      - EXTRAORDINARY (audio visual editing, page layout, large storage, web page creation, adobe suite) This category is suggested for marketing staff who are focused on developing marketing materials.
      - CUSTOM (case by case basis for video production, other situations or needs that require other weight categories (ex: under 3 pounds etc.)
   ii. Joe noted that tradeoffs were made of size vs weight and if people have questions, they will be reviewing this with ETAC. This plan provides people with more flexibility and hopes to maximize funding from Measure C which will expire at a fixed time and no longer be available.
   iii. ETS has been asked to look at expenditures for the furthest extension of the Bond Program, out as far as possible until 2022 when the Refresh Program ends. The Bond Act potentially enough money to have each user (or a vast majority) covered, and any extra can possibly be covered by a user's own department.

3. Foothill College Website Redesign

a. RFP for Web Design Services (attachment)
   In a search of 10 firms, the Scope of Services is aimed at finding a firm for the college Website Redesign that will help with navigation for users that are students, staff and faculty with attention to function and appearance.

   i. Focus groups and beta testing are planned for this process, with basic elements listed in the Scope of Services handout.
   ii. The major idea is to make multiple templates which will adjust for different departments.
   iii. There will also be a redesign of the content management system in the new site, with new user empowerment efforts.

  b. Server Upgrades Virtualization is a key part of the new server system, so that servers can be moved around at need, for backup servers and others to be utilized optimally. Co-location of servers is needed for disaster management, with the primary web server located off-site for disaster recovery and emergency management.

  c. Student Email System
  The main objectives for student email follows a model of De Anza, so that a customized email system can send direct email messages to students with modern HTML formatting, plus a text-only for accessibility concerns.

4. Tech Plan Update
  a. Strategic Capabilities Workshop; Wednesday April 15 @ DeAnza
  TTF members are asked to attend all day long, and the basic format is to have tech planning needs and strategic planning for what is necessary for these capabilities.
   i. It is emphasized that the discussions also consider not only what we want to buy for this plan, but what the purchases will really help users and the college achieve.
   ii. Gartner, a large global company will present in the morning of the conference. TTF and ETAC will present in the afternoon so that what was presented in the morning can be reviewed. Some goals of the afternoon discussions will look at purchasing wishes in relation to how they can be utilized in the most effective way(s).