FOOTHILL COLLEGE
Technology Task Force Meeting

MINUTES

Date: 02/12/14   **Time:** 2:00-3:00 p.m.   **Location:** Altos Room (2019)

Attending

Judy Baker, Lisa Drake, Akemi Ishikawa, Gay Krause, Sharon Luciw, Steven McGriff, Sherri Mines, Joe Moreau, Peter Murray, Bernata Slater

Discussion Items

1. Announcements
2. Updates from ETAC/ETS
3. Finalize revision to 2010-15 Tech Plan
4. Tech requests in Program Reviews

Discussion Detail

1. Announcements
   a. The college is compelled by Title 5 and Accreditation standards to provide a certain amount of technology training to our faculty and staff. Therefore it was stated in the FGA program review that the Technology Training Specialist position should be increased to a 100% full time position in FGA instead of remaining a 75% FGA/25% KCI position. We are not currently providing enough training, but with a 100% FGA Technology Training Specialist in place, our faculty and staff will be better served.
   b. On, or after, February 20 everyone will be required to change their MyPortal login password (https://myportal.fhda.edu/). Be prepared to assist students and colleagues who may be unaware of this change. A MyPortal password change will become an annual event. This year it is a manual change on February 20, but in subsequent years it will become an automatic requirement 365 days after your previous password change. It was noted that users be aware that unlike last year, no "special characters" can be included in the password. For FHDA employees this password change will also change your email account password simultaneously (https://email.fhda.edu/).
   c. Reminder, there will be a planned network outage on Friday, February 14 from 9:00 a.m. to 2:00 p.m. All services out of the De Anza Data Center will be unavailable from "on" and "off" campus for both colleges as well as the Middlefield campus. This will also apply to the planned network outage on Friday, February 21.
   d. Because of prioritization changes at district, there has been a decrease in tech purchasing considerations overseen by TTF. TTF is now only receiving requests for input on large-scale purchasing requests. Central Services ETS is now taking care of small-scale requests.
   e. Meeting minutes from the TTF meeting on January 15 were reviewed and approved.

2. Updates from ETAC/ETS (http://ets.fhda.edu/etac/minutes)
   a. Standards for faculty and staff computers under consideration by the District's Hardware and Software Standards Committee were reviewed. The potential for virtualized desktops and the feasibility of a possible migration away from Apple to a district-wide Windows standard was discussed, most importantly, in relation to efficiencies in campus labs. Concern for the fiscal impact to Foothill College if the Apple standard is to be phased out was voiced, but from ETAC's perspective, the college is currently paying a premium for Apple, and the district is only looking for the most efficient, flexible and cost effective solution.

b. All of Central Services will be migrating to OmniUpdate from Manila. De Anza, which has already made the transition, can now utilize the unlimited license. At Foothill College, once settled in, the new Director of Marketing and Communications may be the administrator to determine when it will be appropriate to begin implementation of OmniUpdate.

c. After closer monitoring of ePrintIt and with the assistance of student employees, the dissatisfaction level of student users is decreasing and utilization is increasing. The biggest obstacle has been implementation of the File>Print function and reimbursing students for payment of blank or "Sorry" message pages during printing. File>Print is still not available in the lower lab of the KCI, but has been addressed in other high traffic areas, including the Media Center. If the satisfaction and confidence level of student users with ePrintIt does not continue to increase, another solution will be pursued.

3. Finalize revision to 2010-15 Tech Plan
a. TTF was asked to review the 2010-15 Tech Plan for final edits, typos, glaring omissions, etc. This version was written by committee; therefore the tone does tend to change with each contributor. The 2016 version will achieve a unified voice.

b. Originally, the FHDA Education Center at Onizuka was to be comprehensively incorporated into the Tech Plan, but subsequently, this version will now only give minor mention. The FHDA Education Center will weigh in more heavily in the 2016 version.

c. KCI agreed to the omission of the multi-media lab, as there is no inventory of campus labs in this Tech Plan. The 2016 version will be more thorough and take account of all campus educational technology.

d. Both colleges and Central Services are synced with the Educational Master Plan and with the Accreditation cycle, but a 5-year Tech Plan becomes so quickly out of date. There was discussion of adopting a 3-year cycle for Tech Plans, or the possibility of maintaining a 5-year cycle with focus on the first 3-years with more specifics, and allow for more generalization in the last 2-years. It was also recommended to use the New Media Consortium Horizon Report as a model for organization of the content.

e. Document organization was also discussed. The same organization will be maintained for the update to the 2010-15 version, but the 2016 version can break free of this template if warranted. A digital only document was recommended, as it would allow for greater formatting options.

f. It was requested that this draft version of the tech plan be shared with those working on the Facilities Master Plan in order for them to incorporate Tech Plan information and data.

g. TTF was asked to review page #19, "7. Priorities and Positioning for the Future". The first two bulleted items, "Role of Tech Task Force as a partner with campus community (e.g., transparency of computer refresh and campus tech decisions)" and "Clarification on the funding request process and how TTF coordinates with PaRC and OPC", were identified as the issues most important to TTF and would be priorities for the remainder of the year.

h. Although most were not yet comfortable with using Titanpad for collaborative editing, TTF members showed enthusiasm for using it in the final edit. Members were asked to send in final edits and revisions within a week.
    To use Titanpad:
    i.   Go to http://globalaccess.titanpad.com/1
    ii. Use this password - **4foothillttf**
    iii. Enter your name in the box at the upper right corner.
    iv. When you are done with your edits, click on "Share this pad" or Save

4. Tech requests in Program Reviews
a. Sometime in March, TTF will be invited by OPC to help assess technology budgetary requests in submitted program reviews. TTF discussed the possibility of creating a system that would allow those requesting tech funding in their program review to dialog with TTF throughout the year, to look for common denominators, alternative solutions, etc., prior to the March review.