FOOTHILL COLLEGE
Technology Task Force Meeting

MINUTES

Date: 12/11/13   **Time:** 2:00-3:00 p.m.   **Location:** Altos Room (2019)

Attending

Judy Baker, Luis Barreto, Lisa Drake, Kurt Hueg, Akemi Ishikawa, Gay Krause, Steven McGriff, Joe Moreau, Lori Silverman, Nanette Solvason, Susan Traynor

Discussion Items

1. Welcome and introductions
2. Approval of Minutes for November meeting
3. Announcements
4. Review recommended updates to Foothill College Technology Master Plan 2010-2015 (http://foothill.edu/staff/irs/ESMP/docs/EMP2010/Foothill_Tech_Plan_11.9.10.pdf)
   a. Section 1. Introduction and History, Page 3
   b. Section 2. Technology and the Strategic Planning and Budget Process, Pages 4-7
   c. Section 3. Technology and its Role in Supporting Student Learning at Foothill College, Pages 7-8
   d. Section 4. Infrastructure, Pages 9-13
   e. Section 5. Technology Training, Page 14
   f. Section 6. Assessment, Pages 15-16
   g. Section 7. Priorities and Positioning for the Future, Page 16
5. Updates from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)

Discussion Detail

1. Welcome and introductions
   Committee members went around the room and introduced themselves.

2. Meeting Minutes
   The minutes from last month's meeting were approved. Minutes will be posted at the TTF website http://www.foothill.edu/president/ttf.php and at the TTF Group Studio.

3. Announcements
   a. OmniUpdate
      The Board approved OmniUpdate as the preferred web content management system for the District. De Anza has been using OmniUpdate for 6-7 years and Central Services will soon be migrating to Omni. It is now available for use by Foothill if the college chooses to change systems. Judy Baker will request OmniUpdate training support in her program review.

4. Review recommended updates to Foothill College Technology Master Plan 2010-2015 (http://foothill.edu/staff/irs/ESMP/docs/EMP2010/Foothill_Tech_Plan_11.9.10.pdf)
   At the previous meeting, it was agreed that the Foothill College Technology Master Plan would remain a 5-year plan with 1-year reviews built in. There was some misinterpretation between annual reviews with update suggestions versus an actual rewrite. Because the document sounded very dated in some sections, the committee agreed a rewrite was in order. The document would become the "Foothill College Technology Master Plan 2010-2015, 2014 Update". Kurt Hueg will distribute an electronic version (Word doc.) for members to edit. Judy Baker and Akemi Ishikawa will compile and incorporate changes into a draft version for members to review.

   a. Section 1. Introduction and History, Page 3
      This section will remain, as it sets the tone for positioning Foothill as a leader in technology among community colleges. A paragraph about the Online Education Initiative (OEI) Grant will be added.

   b. Section 2. Technology and the Strategic Planning and Budget Process, Pages 4-7
      Updates include:
      - Chair of the Technology Task Force
      - Appropriate changes to academic year references
      - Section 2a, Clarification on the funding request process and how TTF works with OPC
      - Plans to make computer refresh process more transparent
      - Plans to support innovation and pilot projects that involve ed tech
        o Scaled planning process for innovative tech project purchases and implementation
        o Possibility of providing a designated experimental classroom that has innovative ed tech hardware and software installed for trial use (FGA, KCI and BSS plan to make requests in their program reviews)

   c. Section 3. Technology and its Role in Supporting Student Learning at Foothill College, Pages 7-8
      Updates include:
      - Remove outdated building descriptions
      - Add DEAC/COOL Committee accomplishments since 2010
      - Describe virtualization and other tech innovations in PSEC
      - Provide latest data about enrollments in fully online courses
      - Update staffing info and organizational structure

   d. Section 4. Infrastructure, Pages 9-13
      Updates include:
      - Section 4b1, Add prioritization of transparency of refresh project
      - Section 4b3, Add what we are accomplishing with Bond funding; Categorical funding needs revision
      - Section 4c, Minor revisions, including disaster recovery information
      - Section 4d, Need to reflect some new policy changes
      - Section 4d1, Architectural studies are dated; Need to reflect new studies; Update on better network infrastructure
      - Report on status of new ed tech services
        o ePrintit
        o Virtualization
        o Campus wireless access
        o Degreeworks

- o TracDat
- o Turnitin
- o Foothill College mobile website
- o Online tutoring for writing and PSME via CCC Confer
- Plans to make computer refresh process more transparent and streamlined
- Status of Measure C budget for tech equipment and realignment of budgets for classroom multimedia refresh and personal computer refresh
- Status of tech equipment installations for instruction in classrooms
- Student Course Evaluation survey available online for students enrolled in courses that use Etudes
- Status of College website update/redesign
- Onizuka Ed Center ed tech plans

e. Section 5. Technology Training, Page 14
Updates include:
- KCI information (Steve McGriff will send updates)
- Add request for OmniUpdate training and tech support
- Report on training and professional development about accessibility compliance, use of smart classrooms, Turnitin, Etudes, Use of Course Studio and Group Studio, etc.
- Leveraging Tech Conference involvement

f. Section 6. Assessment, Pages 15-16
Updates include:
- Surveys of faculty and staff about technology
  - o Use of social media and cloud services for instruction
  - o Use of mobile devices
  - o Professional development needs
  - o ECAR
  - o OER use by faculty

g. Section 7. Priorities and Positioning for the Future, Page 16
Updates include:
- Leadership role in OEI Grant
- Push for online student services
  - o Tutoring: CCC Confer and ElluminateLive! are currently being used for online tutoring
  - o Remote proctoring

Committee members were asked to submit their edits by January 10, before TTF's next meeting on January 15, 2014.

4. Updates from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)
TTF meeting time ran out, so no report was given. Please go to the ETAC Meeting Minutes page for information: http://ets.fhda.edu/etac/minutes.