# **Recommended Revision to 2016 – 2019 Foothill College Technology Master Plan**

In accordance with the 2016 – 2019 Foothill College Technology Master Plan (Plan), an annual review of the Plan was conducted by members of the Foothill College Technology Committee during the 2018-19 academic year. Consequently, the Technology Committee recommends one revision.

## Process

The Foothill College Technology Committee is charged with assessing the progress towards the completion of the Technology Plan Objectives in the Plan each year.

During the 2017 Fall Quarter, the Committee developed a “Foothill College Technology Plan Assessment” form to use for documenting the review. This form is consistent with those used by De Anza College and the District for the same purpose. In addition to a description of status/progress, critical success factors, and lessons learned, the form is designed to compile and organize information about the status of each Goal and Objective is noted as: Not started, In Progress, Complete, Modified, Postponed, or Discontinued.

Members of the Technology Committee met on a monthly basis during the 2018-19 academic year to review the Plan and recommend revisions. Meeting minutes are available at <https://foothill.edu/gov/ttf/>.

**Results of Assessment**

The final assessment of Technology Plan Objectives for 2017-18 has been completed. In summary, no new goals or objectives were added as a result of the assessment. Three objectives have been completed, one objective was discontinued, and the remainder are in progress. Concerns about timely deployment of computer equipment for new employees were discussed.

**Recommended** **Revision**

The Committee recommends discontinuing Objective 4 of Goal 4 which is: “A needs assessment will be conducted to determine baseline and optimal types, levels, and location of classroom and meeting room technologies.”

| **Goals and Objectives** | **Status** |
| --- | --- |
| **Goal 1: Ensure that campus policies and procedures guide the appropriate use of technology to foster a dynamic and effective learning environment.** |  |
| **Objective 1:** All proposed educational tech projects and initiatives will be reviewed by experts and stakeholders prior to submitting project request to ETS. Whenever feasible, proposed educational technology projects and initiatives will include a needs assessment in the project initiation phase. | ETS and Foothill Online Learning - In progress |
| **Objective 2:** The process for collaborative development, review, and prioritization of educational tech project initiatives at the college level will be streamlined. | Office of Finance & Office of Instruction – In progress |
| **Objective 3:** The service level agreements between Foothill College and District ETS will be reviewed and updated to ensure appropriate funding levels for virtualization and servicing computer/multimedia refreshes. | ETS - In progress |
| **Goal 2: Support expectations by students, faculty, staff, and administrators for access to informational resources, the Internet and support for computing devices.** |  |
| **Objective 1:** Qualified employees will be provided with secure software for collecting information via questionnaires. | Research Office & ETS - Not started |
| **Objective 2:** The transparency and speed of the process for ordering and installation of technology equipment and software will be improved. | ETS - In progress |
| **Goal 3: Maintain the leading edge of higher educational computing to support students with planned updates and replacements in support of a sound technological infrastructure.** |  |
| **Objective 1:** A quick turnaround process for systematic review and approval of time-sensitive projects that involve technology will be developed and provided. | Office of Finance - In progress |
| **Objective 2:** A standardized and timely process will be developed that provides all employees and facilities with technology equipment and software upgrades. | Office of Finance - Not started |
| **Project 1:** Deployment of desktop virtualization in computer labs at the Sunnyvale Center. | ETS - Completed |
| **Project 2:** Designation of technical support services, classrooms, cloud services, software, and equipment for faculty to experiment (or pilot-test) with innovative teaching approaches | Office of Instruction - In progress |
| **Goal 4: Provide high-quality learning environments supported by technology in a secure, reliable, and safe manner.** |  |
| **Objective 1:** Use of Office 365 by employees will be increased for secure communication, file sharing, and computer backup.  | Foothill Online Learning – In Progress |
| **Objective 2:** Migration of the college-supported course management system from Etudes to Canvas course management system will be completed by July 1, 2017. | Foothill Online Learning - Completed |
| **Objective 3:** The number of student services that are available remotely will be increased. | Student Services – In progress |
| **Objective 4:** A needs assessment will be conducted to determine baseline and optimal types, levels, and location of classroom and meeting room technologies. | Discontinued |
| **Goal 5: Ensure that students, faculty, staff, and administrators have access to and instruction for appropriate use of technology and systems necessary for student success.** |  |
| **Objective 1:** The planned Foothill College website redesign will employ responsive design standards so that content is accessible on mobile devices. | Marketing and Public Information Office - Complete |
| **Project 1:** Development of formal process for annual review and evaluation of college website with input from students, faculty and staff to ensure that it meets needs for access to information and services. | Marketing and Public Information Office - In progress |