FOOTHILL COLLEGE
Technology Committee Meeting

MINUTES

Date: 02/12/18   T**ime:** 1:00 p.m. – 2:00 p.m.   **Location:** Library Conference Room 3533

Attending

Judy Baker, Kyle Brumbaugh, Julie Ceballos, Bradley Creamer, Nazy Galoyan, Kevin Harral, Kurt Hueg, Akemi Ishikawa, Marty Kahn, Gay Krause, June Lee, Sean Lim, San Lu, Sharon Luciw, Joe Moreau, Mike Murphy, Paula Schales, Matthew Stanley, Paul Szponar, Bret Watson

Discussion Items

1. Welcome and introductions
2. Review and approve minutes
3. Updates and general news
4. OmniUpdate training schedule and roll out progress report
5. Review of Technology Plan Assessment Format
6. CA state audit report on technology refresh
7. Status of tech project proposal

Discussion Detail

1. Welcome and introductions
   TC members went around the room and through Zoom for introductions.

2. Review and approve minutes (https://foothill.edu/gov/ttf/)
   Minutes from the December 20, 2017 meeting were approved.

3. Updates and general news
   a. Tech Committee's webpage updated (https://foothill.edu/gov/ttf/)
      i. The web team was thanked for TC's new website look.
      ii. Indexing/annotating of the training videos was suggested, but it was noted that there was insufficient staffing to provide that service. It was then suggested as a potential service learning project for students.
   b. ETAC and ETS
      i. Hardware and software standards in process of updating
         • If you are thinking of ordering, do not rely on the current standards listing.
         • Sharon Luciw will meet with Jose Rueda this afternoon to find out when the standards will be updated.
      ii. Update of ETS projects (http://ets.fhda.edu/governance-committees/etac/archived-agendas-project-updates-and-minutes/project-updates/01-10-18_project_reports.html)
         • District level tech plan
            o Objectives will be posted after the ETAC meeting on Wednesday.
            o ETAC is preparing for next year's plan.

         Meeting minutes will be archived online at the TC webpage:
         https://foothill.edu/gov/ttf/index.html

- o They will touch briefly on long-term goals.
- o In June there will be an assessment of the 2017-2018 plan.
  - • Off campus site for live web servers & new search service
    - o No specifics at this time.
    - o Purchasing has requested a formal bid process for the off campus hosting. Existing contracts with district vendors may be used. Chien Shih will work with purchasing.
    - o There is no update on the search engine.
    - o Joe Moreau will provide an update to Judy Baker that will be shared with TC.
  - • Banner 9 move is on target
    - o Full testing will take place by April. Then work with Finance, HR and Student Banner will take place.
    - o July 1st will be the start date for Finance, HR will most likely start right after that and Student Banner will start between the end of fall and the beginning of winter.
    - o Concern for the Finance move during their busy period was voiced, but TC was reassured that the major change is with appearance and quality, not process. The current product is too segmented. Banner 9 will look and feel more modern and streamlined. The transition should be untroubled.
    - o The FHDACCD move to the cloud and then to the new system is within a cohort with Coast and Kern Districts, with FHDA taking the lead. A standardized configuration will be easier to support moving forward.
    - o The mobile interface is now being tested. DA's big test found some issues that are being addressed. The FH test is moving along.
    - o Mobile should be ready for spring.
    - o Students are included in the testing in order to adjust to their needs.
    - o There is no support system in place for students if they have issues with the new system.

4. OmniUpdate training schedule and roll out progress report
   a. Administrators identified 120+ users for the first round of basic training sessions.
      i. Approximately half of those identified attended trainings in the fall.
      ii. Additional basic training sessions have been scheduled for winter quarter.
   b. Faculty have voiced their disappointment regarding their limited access to make changes.
   c. 3 advance sessions on the following topics are also being offered:
      i. Toolbox Review
      ii. Page Layout and Images
      iii. Writing for the Web
   d. Accessibility of PDFs that will be uploaded to the websites posed a concern.
      i. TC was reminded that there is a district wide site license for Adobe Acrobat Pro for faculty, staff and administrators. Reader is available to everyone.
      ii. It was recommended that users make templates when creating documents for their governance groups.
   e. Bradley Creamer, Kurt Hueg and San Lu will help lead an ad hoc committee to address the need for an accessibility plan which includes training, reminding, testing and monitoring of accessibility compliance. Additional volunteers for this committee are welcome.
   f. The new website is designed with responsiveness, accessibility, sustainability and security in mind.

5. Review of Technology Plan Assessment Format
   a. The college is obligated to monitor its progress on reaching the FH tech plan goals.

b. Each objective will be reviewed; status determined, lessons learned, most valuable aspect derived, etc.
c. The draft assessment outline is based on the district plan assessment format.
d. The district and DA are formatting in a spreadsheet. FH will decide if they will also move to a spreadsheet format.
e. TC discussed how the college would determine if a project was successful or not. Determining factors would vary based on the scope of the project.

6. CA state audit report on technology refresh (https://www.auditor.ca.gov/reports/2017-102/summary.html)
   a. The report includes a recommendation to create a plan to monitor and address accessibility compliance.
      i. FH will not be audited, but should follow recommendations made to DA, which included the creation of a log or monitoring process of how students are being served:
         - When the initial request was made
         - When was the issue addressed
         - When was the issue resolved, etc.
      ii. The logging/monitoring process should be the same at the district and colleges.
      iii. Stacey Shears is leading at DA. Teresa Ong of FH will meet with Stacy to discuss follow up to the recommendations.

7. Status of tech project proposal
   a. Give instructors the ability to submit grades directly from their Canvas course sites to Banner – on hold
      i. This project is still on hold.
      ii. Canvas will build and maintain this system for all Canvas customers.