

05/23/18

12:00 p.m. – 1:00 p.m.

Library Conf Rm 3533

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1. Welcome and introductions
2. Review of minutes
3. Technology Plan Review Process/Timeline
- 4.

- request will be scheduled in the fall.  
An onboarding list exists for faculty. A list for managers may need to be created.
- ii. Goal 1, Objective 2:  
The Business Process Alignment Task Force will address this objective.
  - iii. Goal 1, Objective 3:  
Foothill Online Learning and De Anza Online Education Center agreed that they needed a separate Service Level Agreement (SLA) with District ETS.  
Chien Shih, Director of Information Systems and Operations, will work with Foothill and De Anza in the fall on SLAs.  
Work on an overall agreement between Foothill College and District ETS will also be started in the fall.
  - iv. Goal 2, Objective 1:  
Joe Moreau will have the Business Process Alignment Task Force address this objective.
  - v. Goal 2, Objective 2:  
The haste in which HR processes a new hire is critical.  
A processing order will need to be established to avoid gaps.  
Publicizing the order will be a key factor in the success of the process.
  - vi. Goal 3, Objective 1:  
Guidelines for the Finance Office are still in development.
  - vii. Goal 3, Objective 2:  
Conducting a refresh for current employees is a very different process than that of processing a new hire.  
The Office of Finance is now responsible for the Sunnyvale Center.
  - viii. Goal 3, Project 1:  
Completed.
  - ix. Goal 3, Project 2:  
The biggest challenge has been to find a dedicated, off schedule, pilot test space. Making this commitment is a critical success factor.  
A VP or dean will need to champion this project.  
ETS will have no problem equipping the space as soon as a site is designated.  
Marty Kahn and Bill Matsumoto did attempt to create a pilot room in the 8300 building, but there will need to be more collaboration with faculty to make the space successful. The process is complex and many components prove difficult to replicate.
  - x. Goal 4, Objective 1:  
Currently we only have the early adopters using Office 365.  
Critical mass is needed for the change.
  - xi. Goal 4, Objective 2:  
June 30, 2018 is the deadline to migrate content from Etudes to



it is currently still being maintained. Users have been encouraged to migrate content to Canvas.

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