FOOTHILL COLLEGE
# Technology Committee Meeting

## MINUTES

**Date:** 10/25/17        **Time:** 12:30 p.m. – 1:30 p.m.        **Location:** Library Conference Room 3533

## Attending

Roland Amit, Judy Baker, Julie Ceballos, Bradley Creamer, Lisa Delapo, Heather Garcia, Andrea Hanstein, Kevin Harral, Akemi Ishikawa, San Lu, Sharon Luciw, Sherri Mines, Joe Moreau, Mike Murphy, Paula Schales, Matthew Stanley, Paul Szponar

## Discussion Items

1. Welcome and introductions
2. Review and approve minutes (https://foothill.edu/president/ttf.php)
3. Updates
4. Status of tech project proposals
5. Results of tech training section of Spring 2017 professional development needs assessment survey (Baker)
6. Tech help for students
7. Implementation of Foothill College Tech Plan (Baker)
8. Next TC meeting

## 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/president/ttf.php)
   Minutes from the June 1, 2017 meeting were approved.

3. Updates
   a. College website (Ceballos)
      i. Marketing is on target to complete instructional departments' and divisions' sites.
      ii. Campus life sites will be completed by Monday, October 30th.
      iii. Governance committee sites will be completed as soon as possible. Minutes and agendas for the various committees have been scattered throughout the FH website and appear in various formats. Now they will be housed together and have consistent formatting. This will address (QFE) Quality Focus Essay for accreditation and improve shared governance.
      iv. Clean up of levels will continue. All major programs will be fewer clicks away. They will not buried and they will have shorter URLs. This should be completed by the end of fall quarter.
      v. The first round of OmniUpdate trainings will take place before the holidays for administrators and others identified as requiring training in the first round.

vi. Training will be targeted. Senior cabinet members want to be trained on how to do shorter simple edits. Departments like the STEM Center, TLC, etc. will have trainings specific to their needs such as making changes regularly to their posted schedules.

vii. More involved trainings will be offered later so as not to saturate users with information in the beginning.

viii. Follow up and one-on-one trainings will also be offered in the future.

ix. Access will need to be given to users before single signon can be utilized.

x. Work continues on creation of guides.

xi. Website governance will continue to be discussed with the Tech Committee.

xii. Staff and faculty will be encouraged to complete their individual directory pages.

xiii. For now, Marketing will be responsible for policing website accessibility issues. Everyone is encouraged to contact them if any issues are found.

xiv. Last June the California State Auditor selected 3 districts at random to inspect. FHDA was among the 3 with an emphasis placed on De Anza. The audit went well. There were issues to address, but nothing unreasonable was cited. The district and two colleges do need to improve documentation around accessibility issues. A quick log that identifies the initial report, how it is addressed and how long it takes

iii.     Stakeholders will be kept informed about the progress.