MINUTES

Date: 11/06/15   Time: 10:00 a.m. – 11:00 a.m.   Location: Altos Room (2019)

Attending

Judy Baker, Akemi Ishikawa, Joe Moreau, Tushall Sharma, Victor Tam

Discussion Items

1. Welcome and introductions
2. Review and approval of minutes
3. Updates from ETAC
4. Website redesign update
5. New Tech Master Plan
   a. Review of strategy for preparation of new Tech Master Plan for Foothill College
   b. Report on results from collecting input from campus community for Tech Master Plan
   c. Draft outline for Tech Master Plan

Discussion Detail

1. Welcome and introductions
   Committee members went around the room and introduced themselves. New member, Tushall Sharma, the Associated Students of Foothill College (ASFC) Vice President of Finance, introduced himself as the Shared Governance Committee Representative for ASFC.

2. Review and approval of minutes
   Minutes from the October 5, 2015 meeting were approved.

3. Updates from ETAC
   a. ETAC will review the format for the Technology Master Plan at their next meeting on, Wednesday, November 11.
   b. The rollout plan for Office365 for faculty and staff is ready. ETAC will now discuss how to provide some of the pertinent features to students.
      i. Students, at De Anza in particular, have shown considerable interest in an ".edu" email to obtain discounts and to access free educational resources. Office365 will help address this issue. A vast majority of students will not want an ".edu" email automatically created for them. Therefore, ETAC will try to find a system to assign ".edu" addresses on an "as requested" basis. ETAC is also examining ways to auto-forward discounted and free resources to students directly through their ".edu" address.

ii. There is no extra cost for the student email accounts. The ".edu" student account costs will be covered by the annual Office365 site license.

iii. Office365's desktop syncing for both Mac and Windows users is not optimal. ETAC is working jointly with the Foundation for California Community Colleges and other California community colleges to challenge Microsoft to find a solution to this problem.

iv. Apps such as Sway (https://sway.com/) were discussed as options for users to share information. Accessibility could not be verified the app. Some questioned their usefulness. Others noted that faculty or students might benefit.

v. District ETS will provide training for Office365. They have created a playlist of trainings on Lynda.com and Technology Training Specialist at De Anza, Heidi King, has created training material. Heidi is working with Call Center Supervisor, Kelly Pettit to have the information available online.

c. There will be a town hall meeting about the phone system upgrade. A video of the town hall will be posted on the district YouTube channel and later on the Tech Taskforce website.

4. Website redesign update

Andrea Hanstein provided the following update for the committee via email:

"Marketing Department staff is meeting with VisionPoint, the website redesign firm, on Wednesday, November 11. We will come up with the overall project timeline and set dates/time for campus focus groups and interviews. We have been asked to compile initial research, including a website audit, br seams.666.3.022(sig)4(l)-4(y)6( )-23(Pet)- 1 139.58639.94 Tm5c022(4(y)6(