

FOOTHILL COLLEGE

Technology Task Force Meeting

MINUTES

Date: 10/09/13 Time: 2:00-3:00 p.m. Location: ISC Conference Room (3617)

Attending

Judy Baker (chair), Luis Barreto, Ari Berwaldt, Lisa Drake, Akemi Ishikawa, Gay Krause, Steven McGriff, Peter Murray, Teresa Ong, Mario Ramos, Thomas Shepard, Lori Silverman, Nanette Solvason

Discussion Items

- 1. Welcome and Introductions
- 2. Review Responsibilities of Tech Task Force (TTF)
- 3. Determine TIF Objectives and Timeline for 2013-2014
- 4. Update from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)
- 5. TIF Information

Discussion Detail

1. Welcome and Introductions

Committee members were welcomed to the first Technology Task Force meeting of the quarter, and members went around the room to introduce themselves. Campus ETS was unable to have representation at this meeting due to heavy workloads and schedule conflicts at the beginning of a very busy Fall Quarter.

- 2. Review Responsibilities of Tech Task Force (TTF)
 - The Technology Task Force is a shared governance committee with representation from students, staff, faculty and administrators whose presence and contribution is valued in the sharing of fresh perspectives on campustechnology issues.
 - a. The two main responsibilities of TIF is to update the 2010-2015 Foothill College Technology Master Plan and to prioritize technology project requests to District ETS.

It was observed that many of the above listed responsibilities could warrant separate sub-committees, if members elect to organize TIF as such.

- b. Another major responsibility of TIF is to examine the hardware, software and cloud technology used by Foothill College, and to coordinate with the District and/or De Anza College when appropriate.
- 3. Determine TIF Objectives and Timeline for 2013-2014
 - a. Update 2010-2015 Foothill College Technology Master Plan

Members were asked to review the Tech Master Plan and the major issues tasked to TIF. It was commented that five-year plans should be updated annually, in particular, with regards to technology. Content is often visionary, and in reality, can become obsolete in an instant. TIF has the opportunity to restructure and change the focus of the Tech Master Plan. Historically, emphasis has been placed on technology, but there was enthusiasm and support for shifting focus to instruction. The Math Department cited its use of Poll Everywhere, an online student response system that uses smart phones and tablets

- a. Meeting minutes will be archived online via Group Studio for TTF and at the TFF webpage
- at: http://www.foothill.edu/president/ttf.php.
 b. You can access shared TIF documents via Group Studio for TIF by logging into MyPortal: https://myportal.fhda.edu. Then click on:
 - Groups