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 TTF Objectives and Timeline for 2013-2014
4. Update from the Foothill-De Anza Educational Technology Advisory Committee (ETAC)
5. TTF 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 campus technology issues.
   a. The two main responsibilities of TTF is to update the 2010-2015 Foothill College Technology Master Plan and to prioritize technology project requests to District ETS.

FoForespon on 0 1 108l2 233.2116-5(u)6(est)-6s-4(s)-238a 4( )-3TJET 0 0ki)-4(n)60T1 0 0 1 313.13h)-3(e)-12(t)-9(w)-11(o)4( )-11(ma 266JE

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

b. Another major responsibility of TTF 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 TTF 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 TTF. 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. TTF 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 TTF documents via Group Studio for TTF by logging into MyPortal: https://myportal.fhda.edu. Then click on:
    - Groups