



Technology Task Force Special Planning Meeting

Nov. 5, 2015

Discussion in Spring re Mission Review: Summary

Included individual and group review of vision/principles/role/charge.

- District tech project approval/prioritization process has changed
- Need for technology training
- Good time to discuss charge
- Student rep: vision statement should focus more on students
- Venue for information sharing
- Relationship to accreditation?
- Relationship of Tech Task Force to other college, district tech and tech-related committees?

Two Necessary Roles for Technology Task Force

- Developing the Technology Plan (imminent project)
- Serving as the subcommittee responsible for Accreditation Self-Study Standard III.C (recent topic in the College Planning Committee)

New Accreditation Standards

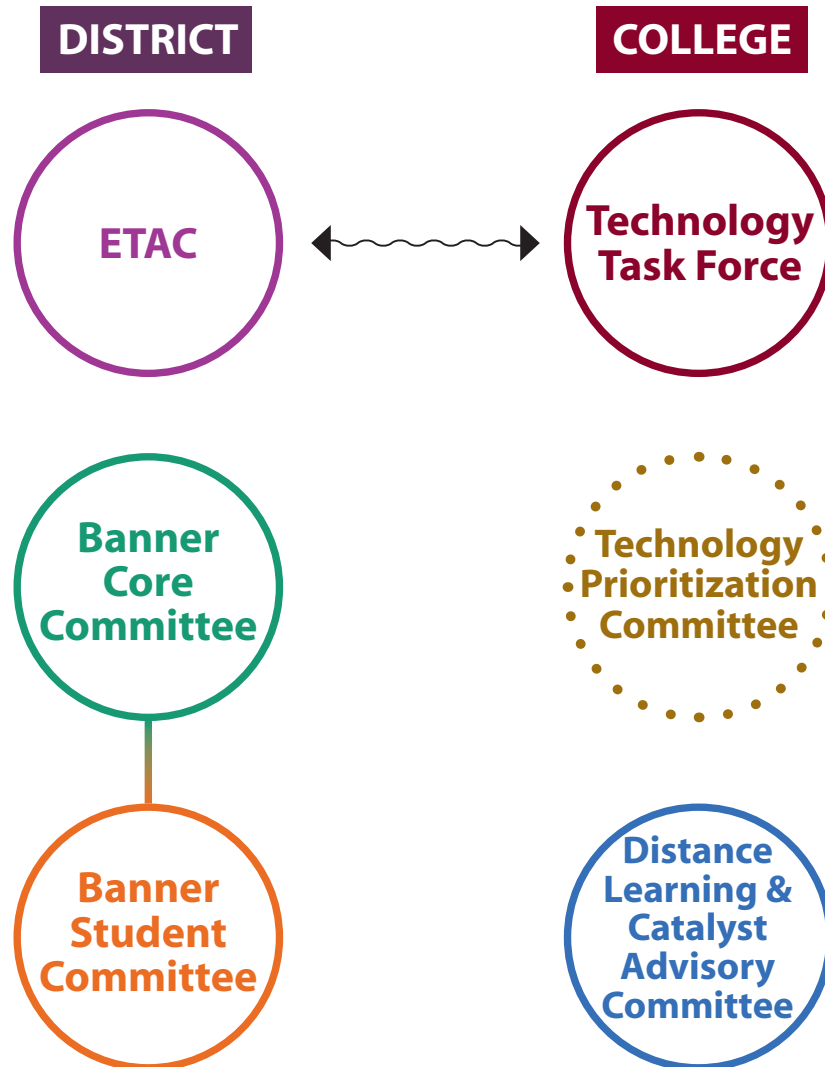
C. Technology Resources

1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.
2. The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.

New Accreditation Standards

3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security.
4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.
5. The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes.

Technology Committee Relationships



Other Technology Committees – District

Educational Technology Advisory Committee (ETAC) – enhances the strategic capabilities of the colleges and the district by facilitating input from stakeholders district-wide. ETAC coordinates technology-related planning and decision-making and advises. ETAC makes specific recommendations to the Chancellor's Advisory Council on the use of technology for ongoing and future activities and directions.

Other Technology Committees – District

Banner *Student* Committee – Coordinate the EIS (Banner) student related modules, its enhancement and maintenance, among different colleges and district departments.

Discuss future roadmap and upgrade path of the EIS student system.

Recommend to the Core committee of the appropriate actions to take regarding the EIS student system.

Other Technology Committees – District

Banner *Core* Committee – Coordinate the EIS (Banner) enhancement and maintenance issues among different colleges and district departments.

Discuss the future roadmap and upgrade path of the EIS system.

Recommend to the Chancellor's cabinet of the appropriate actions to take regarding the EIS system.

Other Technology Committees – College

Distance Learning and Catalyst Advisory Committee – composed of faculty members who have taught distance learning courses, Distance Learning staff, and tech support professionals. The purpose and tasks of the committee are to provide guidance and feedback for policies and practices developed and implemented in the services provided by the Catalyst system and Distance Learning Center.

Proposals

- Agendized, thorough report-out from each of these committees, for Technology Task Force to
 - Discuss
 - Provide expert feedback
 - Serve as the central college venue and clearinghouse for all technology-related information
- Representatives from each as official part of newly established membership

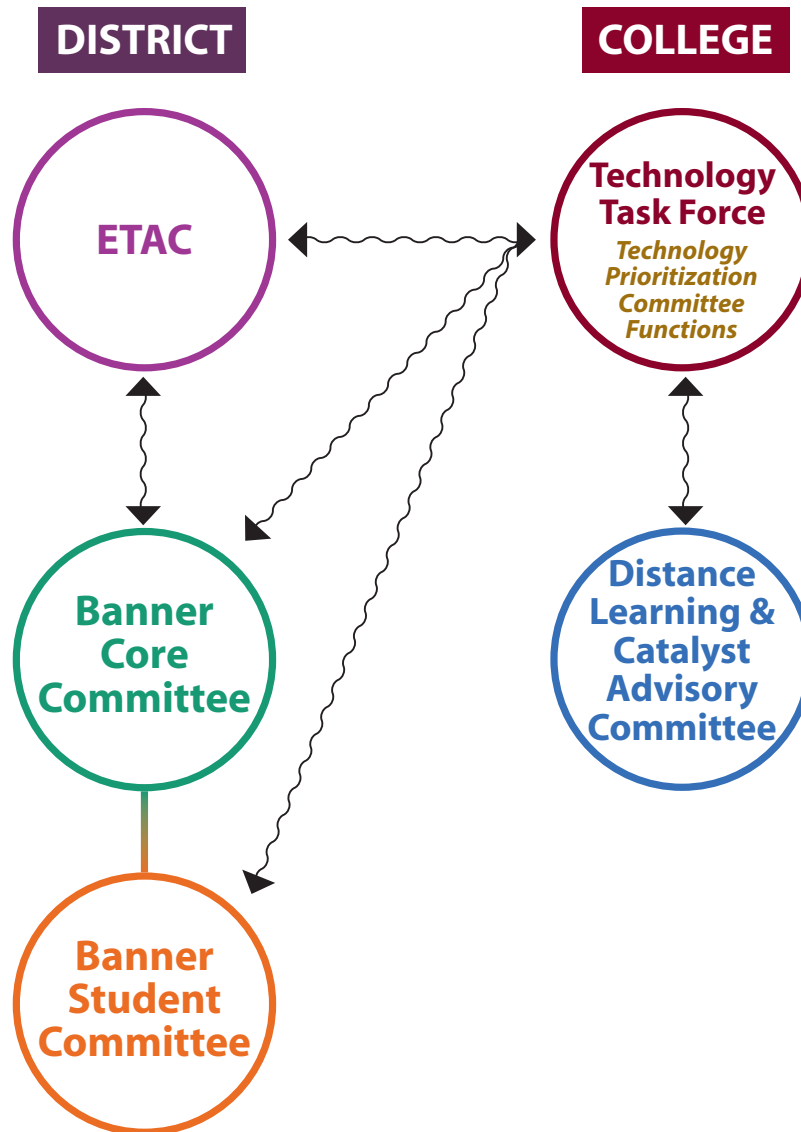
Other Technology Committees – College

Technology Prioritization Committee – informal non-governance group that works with ETS staff to prioritize and schedule bond measure projects

Proposals

- Technology Task Force absorbs the responsibilities of the Technology Prioritization Committee
- Representative membership on TTF

Technology Committee Cross-Communication



**Foothill-De Anza Community College District
Technology Project Approval and Prioritization Process
Revised – March 2013**

Project Scope	Functional/Technical Effort *	Estimated Cost *	Approval	Prioritization	Timeline
<i>Exploration/Mini-Project</i> Projects of this scope might include researching or planning options for new applications or information systems and require technical and functional staff involvement in a vendor demonstration or site visit to a vendor or another campus. Projects of this scope might also include technical review of contracts or user agreements for no/low cost solutions.	Less than 1 week	Less than \$5,000	Appropriate Vice President	V.C. of Technology	Upon receipt of a project request, the V.C. of Technology will respond immediately to assign the appropriate ETS staff according to the requestor's schedule. TTFs will be updated on these requests monthly.
<i>Small Scale</i> Projects of this scope might include implementing a specialized application or information system or integrating a hosted application with other district systems.	1 week to 90 days	\$5,000 to \$20,000	Appropriate President's Cabinet	V.C. of Technology ETS Directors	Upon receipt of a project request, the V.C. of Technology and the ETS Directors will consider prioritization options at their weekly meeting and respond to the requestor within two weeks as to possible project timing. TTFs will be update on these requests monthly.

***The higher value between Effort OR Cost determines the scope of a project request**

Project Scope	Functional/Technical Effort *	Estimated Cost *	Approval	Prioritization	Timeline
<p><i>Medium Scale</i> Projects of this scope might include implementing a major new component of an existing system or a substantial modification or reconfiguration of an existing system.</p>	90 days to 6 months	\$20,000 to \$88,000	Appropriate President's Cabinet	Tech Task Force Senior Administrators	Upon receipt of a project request, the V.C. of Technology and ETS Directors will prepare an analysis of the project in regard to effort and cost to present to the appropriate Tech Task Force and Senior Administrators at their next regularly monthly meeting.
<p><i>Large Scale</i> Projects of this scope might include implementing a new or replacing an existing campus-wide or district-wide application or information system.</p>	More than 6 months	More than \$88,000	Appropriate President's Cabinet	Campus Tech Task Force ETAC Chancellors Cabinet	Upon receipt of a project request, the V.C. of Technology and ETS Directors will prepare an analysis of the project in regard to effort and cost to present to the appropriate Campus Tech Task Force and ETAC. Projects will be prioritized twice each year – at the end of the Fall and Spring quarters.

***The higher value between Effort OR Cost determines the scope of a project request.**

Proposals

- In support of integrated planning and resource allocation: Medium- and large-scale project requests are instead reviewed by the appropriate **Planning and Budget Team (PBT) – Instruction, Student Services or Finance and College Operations** – where that action more appropriately resides. PBTs are the committees most closely related to the programs and proposal and have budgeting authority in their very names.

PBTs forward the recommendation to Tech Task Force, ETS and any relevant college committee (e.g. Joint SSSP & Student Equity Committee). These proposals are a standing item on all monthly TTF agendas, and TTF submits any feedback to ETS and, if necessary, back to the PBT.

Proposals

- Agendized report-out from ETS on status of projects, including small projects
- Representative membership on TTF

Additional Proposals

- Provide considerations on training needs to the Technology Training Specialist and manager and learn of updates regarding scheduled technology training
- Technology Training Specialist membership

Proposal Summary

A redefined Technology Task Force serves as the committee that

- Develops the college Technology Plan
- Serves as the Accreditation Standard III.C Subcommittee
- Prioritizes implementation of bond measure technology projects for the college (former role of the Technology Prioritization Committee)
- Advises and provides feedback on proposed technology projects, centralizing awareness of PBT actions
- Provides a venue for the centralizing of all technology information, including regular report-out regarding
 - ETAC; Banner Student and Core committees; Distance Learning and Catalyst Advisory Group
 - Smaller tech projects (by ETS)
 - (OEI updates remain)
- Provides feedback on training needs to the Technology Training Specialist and manager and learns of updates regarding scheduled technology training
- Includes designated representation

Needs

- Faculty co-chair. (Also: Formal designation of senior staff co-chair as with PBTs, College Budget, Facilities Committee)
- Revised official membership. Necessary to include reps from:
 - Current unofficial Tech Prioritization Committee (e.g. Sharon Luciw, Jose Rueda, Bill Matsumoto)
 - ETS (Joe Moreau, other?)
 - Banner Student Committee (college member)
 - Banner Core Committee (redundant with ETS?)
 - Each of the three PBTs
 - Distance Learning (Lorrie Ranck)
 - Technology training specialist (Heidi King)
 - Senior web coordinator/college web technology expert (Alex Harrell)
 - Academic and Classified Senate reps
 - Other?

At-large attendees encouraged and welcomed

Needs

- Appropriate edits to the guiding principles/role/charge/activities of TTF. Possible inclusion of mission statement
- Name befitting standing role (not a temporary task force): e.g. Technology Committee
- Presentation of final recommendations to College Council

Additional Discussion



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