Tech Council Business	- Review and approve minutes for October 5th meeting - Minutes for Oct 5, 2016 were **reviewed and approved** - Any additions to today's agenda? - No additions to agenda
General Business **Attending:** Bill, Ian, Tony, Robin, Linda, Ken, John, Kyle, Meredith, Roger, Denise, Jennifer **Recorder**: Leanne Guthrie **Quorum**: 12/14 Quorum **was met**.	**Resources:** **Tech Council Work plan 2016** **Tech Council Work plan 2017** **Tactical Initiatives - Technology Plan 2016-17** **Planned Topics:** - Updates from GroupWise Email Survey subgroups - Subgroup started to look at what key features we might lose, we recognize that there are some misinformation on what systems might be lost if the college were to move to Gmail for employees. - The subgroup has mapped out some of the key features GroupWise Email on what might be lost and which feature in gmail does something similar if not the same. - The subgroup welcomes any suggestions and would like them posted to the groupwise features document. - Training is one of the largest concerns, it was decided at the last meeting that training issues are never a valid reasons to stop change. - Is one of the key issues reliability?, With the MAC client, yes, but we don't believe it is the whole issue with groupwise. - The large base of user dissatisfaction stems from the expectation that employees use the college email system for official business. In talking to people, they often state that groupwise is a stumbling block. We are hoping that gmail will create less stumbling blocks. - What are the next steps? asking our GroupWise experts if it would be possible to run groupwise and Gmail side by side for employees. - When we did the student email launch, could we include part time faculty? We didn't see a way to do it, but in doing research we thought there was a institution that has done it. We want to ask people who run email systems how we could run them side by side and still have things like directories. - If we ran Groupwise and Gmail side by side (if it worked) we may lose some of the functionality of the native Groupwise things

- ■ The interconnectivity in being able to see those kinds of details inside Gmail .. they won't be there. But if you needed to see them you could log into the Groupwise client and they would be there.
- ■ Can Ed look at groupwise Gmail to see if what kind of interoperability there would be.

- Student and Employee Communications Policies to College Council update
  - ○ No update at this time
- Unconscious Bias Discussion related to Data
  - ○ We have new Argos reports for faculty and can answer questions like
    - ■ How did the students that I taught in one sequenced class do in the following sequenced classes? Like CH 104,105,106
    - ■ The idea of the reports is to allow faculty to start conversations like how can I make sure I am teaching the right things to prepare them for the next course.
    - ■ There are some concerns about unconscious bias that everyone has. A preconceived idea about whether a student is good or not then they tend to look at the student that way then the outcome of the student tends to mirror that perception.
  - ○ The college has decided to provide some unconconscious bias training as well as FERPA training because they will be releasing some student level information
    - ■ Past and future course results, which can be mixed or matched so faculty can see how student did in different but related classes
    - ■ These reports can look at the quality outcomes of the classes taught.
    - ■ The college would like the departments to have some discussion about how can we use the information in the Argos reports to better student outcomes?
  - ○ Is it a reasonable request to have access to this kind of information?
  - ○ Do you think everyone can keep the confidentiality issues within the guidelines of the law?
  - ○ There are some other institutions that are using these reports but we are trying to "unlock the gate" and let it be looked at with the idea that instructors will use it in an effective and constructive way.
    - ■ It was suggested that if faculty found it valuable and would use the reports in a constructive way they would do the training and not let everyone have access to the student information.
    - ■ These reports would help when faculty/instructors who are doing assessment work of programs.

- There is concern about student names being associated with the reports. A different view of the report would just give the statistical information that would be helpful on a program level. If students were not succeeding in the next class, then the instructor could look at the content of their class and figure out improvements.
  - The whole point was to open up data on individual students so we could provide assistance based on student need
    - Is there a way to provide the information to a coach, advisor or counselor to provide some sort of interventions,to make sure the students are connected to resources to get help?
    - We are also working on repeat rate statistics to show what classes get repeated more.
  - Shall we just do the unconconscious bias and FERPA training as a link and allow access to the reports? Not all faculty deals with unconconscious bias but the training would be worthwhile for all faculty.

- College ID Card - what would be the support in going in that direction?
  - Have 1 card instead of several, such as: bus pass, ID card, Staff ID card.
  - Have a card that is college branded.
  - What would be the cost of having it administered?
  - Bill asked is there a problem that we are trying to solve other than Lane students have more than 1 card?
    - Tracking student services in a seamless way
    - Printing for students at copy machines
  - Bill asked… do we have a project sponsor and a long term sustainable budget? Possibly college services?
  - If there is enough interest in 1 card, 1 fee, then it would be worth looking into consolidating the cards, and look at all the savings that it might entail if there were any.
  - Looking at the project request form, you would need to get an executive sponsor to "foot" the bill. Presenting the goals that this would achieve.
  - How would the administrative costs be covered, maintain and support it. Student fee of $5.00?
  - Tony agreed to, look at the project request form, get cost estimates and report back.
  - It would then have to be put into the work plan and how would the college fund it?

- Review and discuss Tech Council Work Plan 2017 and Tactical Initiatives 2016-2017

	○ Identify completed projects & tasks in tactical Technology Plan and report back on where we are. Ian, Bill and Thad will meet. ○ Items on the Tech Council Work Plan were reviewed and changes were made on timelines and work groups. **Tech Council Work plan 2017** ○ Is it possible that we establish an authoritative owner of the college web site? 　■ Does it belong to marketing? Or IT?, when there are disagreements about what is on the web page who is the ultimate authority on that? Should it be the Marketing Director? 　■ Do we have to write a policy around that? No, one sentence. 　■ Assign Website ownership to Marketing, Brett Rowlett. 　■ Kyle **motioned** to have web ownership assigned to Brett, Tony 2nd. **Motion was unanimous** ● Amending policy about using BCC for LCC Employee emails 　○ Needs more discussion ● Topics for next meeting - not addressed
Future Topics:	● Learning Plan - Learning Council is developing a learning plan and will be sending out a document for review and feedback to each council. More info to follow.

Meeting Schedule (3pm - 4:30pm)			
~~October 5, 2016~~	~~October 19, 2016~~	November 2, 2016	November 16, 2016
December 7, 2016	December 21, 2016	January 4, 2017	January 18, 2017
February 1, 2017	February 15, 2017	March 1, 2017	March 15, 2017
April 5, 2017	April 19, 2017	May 3, 2017	May 17, 2017
June 7, 2017	June 21, 2017		

Membership for 2016 - 2017:	● CIO for Information Technology (1) – Bill Schuetz (co-chair) ● Division Dean of Academic Technology (1) – Ian Coronado ● Classified (3) – Rodger Gamblin, Denise Brinkman and Robin Geyer ● Faculty (2) – Meredith Keene and John Thompson ● Managers (2) – Tony Sanjume, Jen Steele ● Students (2) – Ken Dinet, vacant (1) ● Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair) ● Recorder: Leanne Guthrie