

**Tech Council
Business**

- **Reminder - Boardroom is being remodeled, so we will be meeting in 2/214 on 3/1. Any news on remodel?**
- Review and approve minutes for [February 15th](#) meeting
 - Minutes were reviewed and a **motion to approve was made by Linda and 2nd by Rodger. Motion was approved unanimously.**
- Any additions to today's agenda? - No additions
- Upcoming Presentations:
 - Tammy Salman will be joining our meeting on March 15th at 3:15pm to do a 10 min presentation on the Assessment Team's efforts to develop a student-learning assessment plan as part of the strategic plan at Lane.
 - Mike Sims and Brian Kelly will be joining us in April or early May to discuss the Institute for Sustainable Practices (ISP) work on the process of updating Lane's Climate Action Plan to become carbon neutral by 2050. More information can be found at <https://www.lanec.edu/sustainability/climate-climate-action-plan>
 - They hope to discuss their goals, listen to our feedback, and have an updated plan to present to the Board of Education for approval by early fall 2017
- [Student](#) Communication Policy Update/Finalization
 - Was approved by College council.
- [Employee](#) Communications Policy Update/Finalization
 - College Council and Faculty Council had some concerns and wouldn't approve. We have to take their concerns under advisement.
 - We believe that there will be more involvement at the next College Council meeting when they actually take a vote.
 - **College Council** wanted us to add something about the College Graphic Standards about branding and signatures. [College Graphic Standards](#)
 - This concern was reviewed by Tech Council and that specific line item was removed.
 - **Faculty Council's** concern was over the time limit in responding to student emails. Tech Council can write a reasonable policy but some people are still going to ignore it.
 - Tech Council continued to discuss the employee communication policy and college provided student email.
 - A **Motion** to strike the line item that suggests that all students and staff use the Lane provided email address was made **by Kyle and 2nd by Linda. Motion was approved unanimously.**
 - **College Council** also had concerns about the use of BCC and which groups are receiving the emails, like all employees or all faculty, and

	<p>wanted the word from encourage changed to expect. Tech Council reviewed this request and decided to stay with the word encouraged.</p> <ul style="list-style-type: none"> ■ A motion to have Ian move the policy forward though the Councils to get their approval was made by Kyle and 2nd by Carl. Motion was approved unanimously. <ul style="list-style-type: none"> ● Status Updates - Tech Council Work Plan 2017 and Tactical Initiatives 2016-2017 - None given <p>Resources: Tech Council Work plan 2017 Tactical Initiatives - Technology Plan 2016-17</p>
<p>General Business Attending: Rodger, Linda, Tony, Carl, Ian, John, Denise, Kyle, Meredith, and Kevin</p> <p>Guest: Christina Howard</p> <p>Recorder: Leanne</p> <p>Quorum (8): 10/14</p>	<p>Planned Topics:</p> <ul style="list-style-type: none"> ● Learning Plan draft discussion - focus on intersections with the Technology Plan and possible strategies and indicators as seen through the Technology Council lens. Christina Howard led the discussion as a representative of Learning Council. ● Learning Council is developing a Learning Plan and how it relates to the college's Vision, Mission, Values and Core Themes. ● Learning Council is following a model that Finance Council used. ● Numbers 1 – 5 in our draft could be used by all the Councils so we all can show some alignment with how the strategic Plan is formed. ● What does the Learning plan mean and how does it connect to the core work of the college? ● What is the framework behind the plan and how does it fit with all the other strategic processes of the college. ● The Learning Council's plan has a specific purpose <ul style="list-style-type: none"> ○ To provide a shared value, vision and structure for ensuring the College is exemplary in teaching and learning environment. ● The Teaching and Learning Structural Principles which are the foundational elements behind the plan. <ul style="list-style-type: none"> ○ From these principles will come strategies, actions and indicators. ● There will be an implementation plan that's rolled with some strategies on how to fulfill the Core Themes. ● The Learning Plan is a 5 year plan where we are trying to see what learning look like in the future? What sort innovations would we want to make space for, and intentionally plan for innovation, and excellence in teaching and learning. ● What strategies would Tech Council like to see Learning Council integrate into their learning plan? <ul style="list-style-type: none"> ○ Establishing teaching guideline for online courses.

- Poll or market research of students to see what kind of courses or degree programs that are available online.
- Have administrative support to help implement accessible technologies for all courses.
- Decreasing the cost of materials by using more OER's. Increase the sustainability of the OER program that would allow us to do things like Z degree (zero textbook cost degree)
- Incorporate into the placement testing of the college a digital literacy testing and online readiness assessments.
- Have trainings or workshops on LMS (Learning Management Systems) like Moodle, especially for faculty to get reports and data on how students are doing.
- College ID Card update
 - Tony's [Preliminary research](#)
 - Tony started his research on what cards do we already use on campus.
 - How do the student use these cards and could the usage list be combined into one card?
 - What we have now is iClass (which is a near field protocol)
 - If we had a Student ID could we use it for academic use such as counseling or SHED?
 - Tony asked how do does Tech Council want to move forward with this?
 - What is Tech Council's role in this and would the council make a recommendation to do something like this?
 - If there was some interest on the campus we probably would go forward. Barb is willing to co-chair the efforts.
 - There would be about 50,000.00 startup cost. Dependent on the company, there may be additional yearly support fees.
 - If we go forward who will be the own this?
 - It could be the SHED or the Titan store.
 - There will be administrative as well as software costs
 - Ian thought that Tech Council could make a recommendation
 - Tony said that he could take the recommendation to Brian Kelly, VP of College Services, for approval. And then Tony would partner with IT
 - Ian also questioned if Tech Council was actually in a position to start this process?
- A **motion** to continue the discussion on College ID Cards was made by **Denise and 2nd by Carl. Motion was approved unanimously.**
- Any additional discussion or work done in relation to [GroupWise Email](#)? - none
- Unconscious Bias Discussion related to Data - Bill report back? - not addressed

	<ul style="list-style-type: none"> ● Records Management & Archiving - Any update on how other colleges are handling this? - not addressed ● Student Messaging Gatekeeper - not addressed <ul style="list-style-type: none"> ○ OrgSync & Gmail ○ Of note: Why are colleges so bad at sending email? ● Topics for next meeting - none 																				
<p>Future Topics:</p>	<ul style="list-style-type: none"> ● Digital Signage Guidelines - Work with Alen to develop policy ● 																				
<p>Meeting Schedule (3pm - 4:30pm)</p>	<table border="1"> <tr> <td>October 5, 2016</td> <td>October 19, 2016</td> <td>November 2, 2016</td> <td>November 16, 2016</td> </tr> <tr> <td>December 7, 2016</td> <td>December 21, 2016</td> <td>January 4, 2017</td> <td>January 18, 2017</td> </tr> <tr> <td>February 1, 2017</td> <td>February 15, 2017</td> <td>March 1, 2017</td> <td>March 15, 2017</td> </tr> <tr> <td>April 5, 2017</td> <td>April 19, 2017</td> <td>May 3, 2017</td> <td>May 17, 2017</td> </tr> <tr> <td>June 7, 2017</td> <td>June 21, 2017</td> <td></td> <td></td> </tr> </table>	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		
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<p>Membership for 2016 - 2017:</p>	<ul style="list-style-type: none"> ● 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, Carl Yeh ● Students (2) – Ken Dinnet, vacant (1) ● Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair) ● Recorder: Leanne Guthrie 																				