

<p><b>Tech Council Business</b></p>	<ul style="list-style-type: none"> <li>Any additions to today's agenda?</li> <li>See meeting schedule @ <a href="https://docs.google.com/spreadsheets/d/1EnJGPs1Lrd2VN9A4E593Hq5MWGbDkstqU8CtNBvfYhQ/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1EnJGPs1Lrd2VN9A4E593Hq5MWGbDkstqU8CtNBvfYhQ/edit?usp=sharing</a></li> <li>Approve Minutes for <u>January 23, 2019</u>: Linda moved to approve, Brandon seconded, unanimously approved</li> </ul>
<p><b>General Business</b>          Attending: Barb, Linda, Peter, Carl, Mira, Ian, Brandon, Bill, Meredith, Anne (by videoconference )          Guests: Alen          Recorder: Carl and Mira          Quorum (8): Met</p>	<p><b>Planned Topics:</b></p> <ul style="list-style-type: none"> <li>February - <a href="#">Digital Signage Guidelines</a> <ul style="list-style-type: none"> <li>Alen showed a list of digital signs and what they're displaying at <a href="http://lccdigitalsign.lanecc.edu">http://lccdigitalsign.lanecc.edu</a></li> <li>Quick guide to Design for Digital Signs on Campus (<a href="https://www.lanecc.edu/sites/default/files/it/helpdesk/dmc-quick_guide_to_design_for_digital_screens.pdf">https://www.lanecc.edu/sites/default/files/it/helpdesk/dmc-quick_guide_to_design_for_digital_screens.pdf</a>)</li> <li>Concerns: access (color choice, size of graphics, etc.), including notice for alternative formats</li> <li>Brandon suggested consulting with CAR about formats</li> <li>Alen suggests to posters to see how much of the digital sign they remember after 15 seconds (to help determine amount of content to put on one page)</li> <li>Questions for group: Should content be reviewed?</li> <li>Standardization in hardware (e.g. commercial-grade), controllers, etc., as well as content, visual order, representing the image of the College, etc. is desired</li> <li>Next steps?: Bill will draft something based on this discussion for the policy subcommittee to review.</li> </ul> </li> <li><a href="#">Review Workplan for 2019</a> - any updates? Bill will create a draft.           <ul style="list-style-type: none"> <li>#2 COPPS group has met and are almost done with what they're working on, and will have something to share with the group soon.</li> <li>#3 Charter group, no new updates to report</li> <li>#4 Attended most of the open forums and a few other meetings</li> <li>#5 Results have been looked at and been seperated by demographics (employee only, student only, employee/student), next step is to bring the results to the group at our next meeting</li> <li>#6 Doesn't happen for awhile!</li> <li>#7 Not ready for this yet!</li> <li>#8 Depending on the results of the survey, this may need to be delved into more or less</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ #9 Instructional tech group is on hiatus until the Learning Council gets applicable information needed together</li> <li>● Updates:             <ul style="list-style-type: none"> <li>○ <a href="#">Survey update</a> and next steps?                 <ul style="list-style-type: none"> <li>■ Will talk about this next meeting</li> </ul> </li> <li>○ Annual Survey/Focus Groups updates? see workplan</li> <li>○ Technology Plan update</li> <li>○ Charter updates/changes needed?</li> <li>○ <a href="#">Instructional Technology Plan</a> - any additional news/updates?</li> <li>○ Policy Review (15 min)                 <ul style="list-style-type: none"> <li>■ Accessible Purchasing of IT policy/procedure - ready to be sent to College Council</li> <li>■ Updates to Employee Communications Policy? (as per last meeting discussion)</li> <li>■ Others Identified?</li> </ul> </li> <li>○ Any other Sub-committee updates?                 <ul style="list-style-type: none"> <li>■ There is a subcommittee meeting agenda where you can see when your group meets!</li> </ul> </li> </ul> </li> <li>● Governance System - Updates?</li> <li>● Anything Else?             <ul style="list-style-type: none"> <li>○ Library question -- is there a policy around food/drinks and computers?                 <ul style="list-style-type: none"> <li>■ There is a policy - no food in classrooms and labs, but it is up to instructor's discretion. There are no cleaning services that clean these things specifically so its up to the instructor to make sure the room is clean.</li> <li>■ Should this be the library's policy on their own?</li> </ul> </li> <li>○ Next meeting is on March 4th! March 18th meeting is for subcommittee time.</li> </ul> </li> </ul>
<p><b>New Business:</b></p>	<ul style="list-style-type: none"> <li>●</li> </ul>
<p><b>Future Topics:</b></p>	<ul style="list-style-type: none"> <li>● Future Topics             <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>

<p><b>Resources</b></p>	<p><b>Technology Council Charter</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Tech Council Charter in workplan format</a></li> <li>• <a href="#">Technology Council Charter on the web</a></li> </ul> <p><b>2015-2020 Technology Plan</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Five Year Plan</a></li> <li>• <a href="#">Five Year Plan Graphic</a></li> </ul> <p><b>2016-2017</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Tech Council Work plan 2017</a></li> <li>• <a href="#">Tactical Initiatives - Technology Plan 2016-17</a></li> <li>• <a href="#">Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017</a></li> </ul> <p><b>2017-2018</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Tech Council Work plan 2018</a></li> <li>• <a href="#">Annual Plan Mapped to Core Themes Report 2017-2018</a></li> </ul> <p><b>2018-2019</b></p> <ul style="list-style-type: none"> <li>• <b>Sample Technology Plans</b> <ul style="list-style-type: none"> <li>◦ <a href="#">Moraine Valley Community College Strategic Technology Plan</a></li> <li>◦ <a href="#">Moorpark College Strategic Technology Plan</a></li> </ul> </li> <li>• <a href="#">Tech Council Work plan for 2019</a></li> <li>• <a href="#">LCC Technology Plan - Draft</a></li> </ul>																				
<p><b>Meeting Schedule (3pm - 4:30pm)</b></p>	<table border="1"> <tr> <td>October 3, 2018</td> <td>October 17, 2018</td> <td>November 7, 2018</td> <td>November 19, 2018</td> </tr> <tr> <td>December 3, 2018</td> <td>December 17, 2018</td> <td>January 7, 2019</td> <td><del>January 23, 2019 - room conflict</del></td> </tr> <tr> <td>February 4, 2019</td> <td><del>February 20, 2019</del></td> <td>March 4, 2019</td> <td>March 18, 2019</td> </tr> <tr> <td>April 1, 2019</td> <td>April 15, 2019</td> <td>May 6, 2019</td> <td>May 20, 2019</td> </tr> <tr> <td>June 3, 2019</td> <td>June 17, 2019</td> <td></td> <td></td> </tr> </table>	October 3, 2018	October 17, 2018	November 7, 2018	November 19, 2018	December 3, 2018	December 17, 2018	January 7, 2019	<del>January 23, 2019 - room conflict</del>	February 4, 2019	<del>February 20, 2019</del>	March 4, 2019	March 18, 2019	April 1, 2019	April 15, 2019	May 6, 2019	May 20, 2019	June 3, 2019	June 17, 2019		
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<p><b>Membership for 2018 - 2019:</b></p>	<ul style="list-style-type: none"> <li>• CIO for Information Technology (1) – Bill Schuetz (co-chair)</li> <li>• Division Dean of Academic Technology (1) – Ian Coronado</li> <li>• Classified (3) – Matt Danskine, Brandon Gibson and Mira Mason-Reader</li> <li>• Faculty (2) – Peter Lerner and Anne McGrail and Meredith Keene?</li> <li>• Managers (2) – Tony Sanjume, Carl Yeh</li> <li>• Students (2) – Shana Santry-Weiland, Ama Wayne</li> <li>• Additional members by position (0-4) – Linda Schantol and Barbara Barlow Powers (chair)</li> <li>• Recorder: Carl Yeh</li> </ul>																				