

<p>Tech Council Business</p>	<ul style="list-style-type: none"> ● Any additions to today's agenda? <ul style="list-style-type: none"> ○ Chair/Vice Chair update ● Membership for this year - Kevin may be eligible to continue with Tech Council as a Faculty member or can continue as a member by position ● Approve Minutes for 11/1/2017 <ul style="list-style-type: none"> ○ Minutes were reviewed individually and a motion to approve was asked for. Ian called for approval and Linda 2nd. Motion was approved unanimously. <p>Resources:</p> <p>Tech Council Charter</p> <p>Tech Council Work plan 2017</p> <p>Tech Council Work plan 2018</p> <p>Tactical Initiatives - Technology Plan 2016-17</p> <p>Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017</p> <p>Five Year Plan</p> <p>Five Year Plan Graphic</p>
<p>General Business</p> <p>Attending: Rodger, Tony, Linda, Carl, Ian and Bill</p> <p>Guests:</p> <p>Recorder: Leanne</p> <p>Quorum (7):</p>	<p>Planned Topics:</p> <ul style="list-style-type: none"> ● Quick updates on projects discussed last year: <ul style="list-style-type: none"> ○ Employee Communications Policy Update/Finalization <ul style="list-style-type: none"> ■ We are waiting to get on College Council's agenda for Final Review/Approval. ○ Student Communications Policy - final sign-off? <ul style="list-style-type: none"> ■ Bill will be meeting with President Hamilton on Wed, 11/29/17 for her to review and approve the policy. ○ Records Management & Archiving - <ul style="list-style-type: none"> ■ Look at the federal policy. ■ Look at what statements we can make related to that on what can we or can't we do. ■ Have something put together and or dig a little deeper if we can't meet the gap and see what funding may / might be available. ■ Any updates (Ian - D.A.M. Project)? <ul style="list-style-type: none"> ● We need verification on if this belongs to our council. ● We should talk to Kristin Gustafson our archivist. ● Bill asked if it was under our jurisdiction. Yes Bill is the representing body for Archiving. ● Questions about email retention. ● We will check with Kristen and bring this topic back.

- [Digital Signage Guidelines](#) -
 - Subcommittee (Kyle, Ian, Tony and Alen) – **No updates**
- [Survey Development update](#) (Carl & Ian)
 - **No update but some suggestions**
 - Clearly articulated goal of the survey?
 - Review of updated survey
 - Do annual IR and IT satisfaction surveys: ask for strengths and opportunities for improvement: What is working, what is not working?
- Workplan for 2017-2018 -
 - Use [Tech Council Charter](#) as a basis for our workplan each year
 - Bill would like the Council to look at the workplan and see if it makes sense and are the staff assignment correct.
 - Surveys
 - Are we getting feedback from the right people so we can make sure we are doing what we should be doing for the College in regards to technology?
 - How do we get feedback from the College? From surveys, focus groups or visiting departments?
 - Tony has offered information from a faculty survey by the national association of bookstores that is being done this winter to see if there is information on OER or technology.
 - What 2 things can the IT department do to promote effective and efficient use of computer technology for student, instruction and service departments?
 - Ask students and faculty what processes are cumbersome or tough for the students. Interview all types of students.
 - It will be important to know if technology is a problem.
 - Are students getting feedback about their performance frequently enough?
 - Are online classes of equal quality?
 - Do students want more online options?
 - If we really want to get the students opinions about these kind of things then we need to ask these kinds of direct questions.
 - We want to ask questions that if we got the answers to them we could actually do something different.
 - Linda asked if we could have a question that addressed online classes and would an orientation to online classes be beneficial to student who may not have experience with online classes. How does Moodle work and how Moodle, communicate with online instructors.

- Ian stated that this was one of the project that Academic Technology was working on and that they are partnering with Academic Learning Skills.
 - Ian also said that they were working with instructors to get information to student on where resources are available to help them navigate the systems. Also preterm notification to share this information with students.
 - There is a concern about whether or not Tech Council should be working on these things or can Tech Council through our Charter make these recommendations to Learning Council to address?
 - Tech Council's charter states "Work collaboratively with Learning Council on their Learning Plan to ensure instructional technology is represented to the satisfaction of both groups"
 - Bill feels that one of the things that should be a prerequisite to using technology effectively to insure student success is to develop some sort of bench mark.
 - Use some sort of assessment during the 3rd week to let faculty know if some of the students are struggling so there can be some sort of help or resource before the end of the term
 - Bill asked if we as a council could recommend that the collage adopt a policy that there be some sort of assessment back to the students by the 3rd week. Then IT can put in the technology to alert the necessary people.
 - Frequent feedback is a trait that promotes student success. Recommend this policy to Learning Council.
 - We could have automated alerts.
 - Bill has broken down the workplan month by month to make sure that the work is done and assigned who will do it.
- Student Email Directory follow-up?
 - We had a previous discussion and did not make any decisions.
 - Carl said that in other schools the trend is not to publish student email addresses, or if they do there is an opt out option.
 - Could the Lane Foundation ask to send an email to all students letting them know about scholarship opportunities?
 - There was some concern expressed about sharing Student email addresses and could that be in violation of or not within compliance of State and Federal laws.
 - We need to get more guidance and ask the college legal counsel.

	<ul style="list-style-type: none"> ○ Any other updates? ○ Need faculty on Tech Council, <ul style="list-style-type: none"> ■ What is going on with John Thompson and Denise? ■ Look at members and how can we recruit for our council. OrgSync? Leanne will talk to Christina Walsh ● New Business <ul style="list-style-type: none"> ○ Chair/Vice Chair update <ul style="list-style-type: none"> ■ Discussed tentative Chair/Vice Chair Meetings quarterly <ul style="list-style-type: none"> ● January 25th 3:30 pm - 5:00 pm ● February All-Councils Meeting ● April 26th; 10:30 pm -12:00 pm ■ Other points of discussion were <ul style="list-style-type: none"> ● How do we get students to participate in Governance Councils? ● Realigning the Councils lineup with the College’s Core Themes. ● They also talked about re-envisioning the effectiveness of the Council system in general. <ul style="list-style-type: none"> ○ It would be good to have a cross functional team to be part of each council to give guidance from their specific council. ○ There was a vote to have this as an agenda item at the next all Council meeting. ● There was discussion from each Council about their Workplan.
<p>Future Topics:</p>	<ul style="list-style-type: none"> ● Future Topics <ul style="list-style-type: none"> ○ College ID Card update – no new update ○ Email ○ Membership of Tech Council

Meeting Schedule (3pm - 4:30pm)	October 4, 2017	October 18, 2017	November 1, 2017	November 15, 2017
	December 6, 2017	December 20, 2017	January 3, 2018	January 17, 2018
	February 7, 2018	February 21, 2018	March 7, 2018	March 21, 2018
	April 4, 2018	April 18, 2018	May 2, 2018	May 16, 2018
	June 6, 2018	June 20, 2018		
Membership for 2016 - 2017:	<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 vacant (1) • Faculty (2) – John Thompson and vacant (1) • Managers (2) – Tony Sanjume, Carl Yeh • Students (2) – Vacant (1) Will Schuh • Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair) • Recorder: Leanne Guthrie 			