

<p><b>Tech Council Business</b></p>	<ul style="list-style-type: none"> <li>· Meeting Minutes for October 7, 2015 meeting?</li> <li>· Membership changes - WELCOME BACK DENISE BRINKMAN!</li> </ul>
<p><b>General Business</b></p>	<p><b>Planned Topics:</b></p> <ul style="list-style-type: none"> <li>● Last year's COPPS work             <ul style="list-style-type: none"> <li>○ All COPPS previously completed have been posted, approved and verified</li> </ul> </li> <li>● This year's COPPS work             <ul style="list-style-type: none"> <li>○ Employee Communications Procedure (Bill/Dennis Carr discussion and ITLT decision on dissemination of information):  <a href="https://docs.google.com/document/d/11C9BoyVBsQ2BvOQaQJXg0KdVkEkD07u4Y7ossxBDsns/edit?usp=sharing">https://docs.google.com/document/d/11C9BoyVBsQ2BvOQaQJXg0KdVkEkD07u4Y7ossxBDsns/edit?usp=sharing</a> <ul style="list-style-type: none"> <li>■ This was last year's plan</li> </ul> </li> <li>○ Email policy review concerning the use of BCC when sending to large groups                     <ul style="list-style-type: none"> <li>■ Should/can we prevent reply all to all employees?</li> <li>■ Should someone approve messages sent to groups of students to prevent unnecessary spam to students?</li> <li>■ should we have gatekeepers for messages to all employees?</li> </ul> </li> <li>○ Student Email policy/procedure                     <ul style="list-style-type: none"> <li>■ Can students send to All Students?                             <ul style="list-style-type: none"> <li>● Make a communications team for all messaging to large groups of students Kerry, Barb Delanski, Helen Garrett</li> </ul> </li> </ul> </li> <li>○ Policy related to who authorizes sending messages to groups of students (could be part of student email policy or separated out)</li> <li>○ Development, Review, and posting of Procedure for Google Apps</li> </ul> </li> <li>● Tactical Planning for 2015-2016 (see below)</li> <li>●</li> <li>●</li> <li>●</li> </ul>
<p><b>Future Topics:</b></p>	<ul style="list-style-type: none"> <li>● Computer Support Standards procedure review and posting location decision</li> <li>● Forms review and finalization             <ul style="list-style-type: none"> <li>○ New/Move/Exiting Employee Form -  <a href="https://www.lanecc.edu/it/projects/technology-request-form">https://www.lanecc.edu/it/projects/technology-request-form</a></li> <li>○ New Software Approval Form and Approved Software List -  <a href="https://www.lanecc.edu/it/projects/request-new-software">https://www.lanecc.edu/it/projects/request-new-software</a></li> </ul> </li> </ul>

o <https://www.lanecc.edu/it/projects/approved-software-list>

**Meeting Schedule**  
(3pm - 4pm in 2/128):

<i>October 7, 2015</i>	<i>October 21, 2015</i>	<i>November 4, 2015</i>	<i>November 18, 2015</i>
<i>December 2, 2015</i>	<i>December 16, 2015</i>	<i>December 30, 2015</i>	<i>January 13, 2016</i>
<i>January 27, 2016</i>	<i>February 10, 2016</i>	<i>February 24, 2016</i>	<i>March 2, 2016</i>
<i>March 16, 2016</i>	<i>April 6, 2016</i>	<i>April 20, 2016</i>	<i>May 4, 2016</i>
<i>May 18, 2016</i>	<i>June 1, 2016</i>		

**Membership for 2015 - 2016:**

- CIO for Information Technology (1) – Bill Schuetz
- Division Dean of Academic Technology (1) – Ian Coronado
- Classified (3) –Rodger Gamblin, Barbara Barlow Powers, and Denise Brinkman
- Faculty (2) – Meredith Keene-Wilson and John Thompson
- Managers (2) – vacant (2)
- Students (2) – vacant (2)
- Additional members by position (0-4) – Linda Schantol, Robin Geyer, Kevin Steeves, and Kyle Schmidt
- Recorder: TBD

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## Five Year Technology Plan

<https://blogs.lanecc.edu/techcouncil/2015/02/09/five-year-technology-plan/>

Posted on [February 9, 2015](#)

Each year a tactical one year plan will be created with specific projects that fall into one or more of the five year technology plan themes. The themes encompass the categories of projects that will vary from year to year but have a common overarching purpose.

Each of the following themes are presented to align with and enable Lane’s Vision, Mission, Strategic Directions, and Core Values

**FastLANE:**

Provide appropriate, sustainably fast, hardware with appropriate software that is reliable, secure and allows students and employees to work effectively in classrooms, offices, labs and other learning areas.

**AnalyzeLANE:**

Continue the development of reporting tools, dashboards and business analytics to give employees of Lane actionable information to achieve the mission of the college.

**DegreeLANE:**

Provide tools for student success and completion.

**AgileLANE:**

Provide project leadership and management for the information systems projects of the college using the Agile project development framework.

**StreamLANE:**

Provide business process redesign and systems analysis services to help improve systems and processes throughout the college.

**DigitalLANE:**

Provide a cohesive, integrated digital presence that serves the needs of students, faculty and staff.

**SustainLANE:**

Provide enterprise resource planning system services (ERP), email, Learning Management Software (LMS), and other systems to support college administrative and teaching operations. Maintain the servers and systems software through operating system and application upgrades. Evaluate, implement, and communicate about new software and hardware releases to faculty, staff and students. Keep services highly available and accessible to as many device types as possible without compromising security. Provide adequate local and wide-area network wired and wireless services for the campus.

**LaneOnline:**

Provide appropriate technologies and course development strategies to enable effective instruction across face-to-face, hybrid and online modalities. Support sustainable teaching and learning practices such as Open Educational Resources (OER) adoption and implementation.

Support faculty to implement student centered learning through standards based instructional design.

**InnovateLANE:**

Keep a watchful eye on the horizon for emerging tools, processes and methods, allowing for exploration, experimentation and play. Listen to and try to implement good ideas from all constituencies.