

Attending: Bill, Ian, Tony, Robin, Kevin, Meredith, Roger, Russ

Guest: Don Patton

Recorder: Leanne Guthrie

Quorum: 8/14 Quorum was met.

<b>Tech Council Business</b>	<ul style="list-style-type: none"><li>● Seek approval for May 18, 2016 meeting meeting minutes<ul style="list-style-type: none"><li>○ Minutes were reviewed and a motion to approve minutes was <b>unanimous</b></li></ul></li><li>● Any additions to today's agenda?</li><li>● Last Meeting for this fiscal year-reconvene Oct. 5, 2016 at 3pm in 2/214<ul style="list-style-type: none"><li>○ Please notify the chair or co-chair if you do not plan to participate next year</li></ul></li></ul>
<b>General Business</b>	<p><b>Planned Topics:</b></p> <ul style="list-style-type: none"><li>● Review and prioritization of projects discussion <a href="https://docs.google.com/spreadsheets/d/1yh3LwkQQ3jN3WFj8w82lh2BvQuINOJoanhqWGI0UzSo/edit#gid=1699815557">https://docs.google.com/spreadsheets/d/1yh3LwkQQ3jN3WFj8w82lh2BvQuINOJoanhqWGI0UzSo/edit#gid=1699815557</a></li><li>○ IT Project list for 2016/2017 which need to be prioritized in high, med and low categories.</li><li>○ Prioritization Criteria<ul style="list-style-type: none"><li>■ How broad of an effect will it have on getting students, keeping students, and/or student goal attainment?, high, med, low</li><li>■ How broad of an effect will it have on increasing employee productivity?</li><li>■ Will it result in recurring actual bottom line cost savings? (i.e. not just saving a few hours here or there for some employees, but either eliminating the need for a position or other recurring cost?) Possibly putting in 1 system while retiring 2 other systems. Or if someone retires could we streamline that work of a few people we could save hiring more people.</li></ul></li><li>○ The criteria is just what Bill thought of, should we change it. This criteria is to decide what we do or not do.</li></ul>

- One suggestion was does it align with the core themes?
- Meredith will review the projects and to cross reference them to the core themes.
  - **DegreeWorks** - like my grad plan, lets students create a plan for their whole program. Degree works with track and let you know if you are staying on plan and finish on time. Degree Audits
  - **SEM Reporting**- increase the number of student by 20% every year. There are several goals and In order to know if they are reaching their goals they need to track how they are doing. We have some dashboard that we can build for them to do that. It's a continuing effort to keep them apprised operationally of what's happening.
- Other groups will also be rating so we can get a broad ratings, if we have enough broad ratings on any project that means that we will have pretty broad support support for those.
- Bill will update, add more descriptions... Please add any that you are thinking about that might not be on the list.
- We will continue to discuss / prioritize again when we reconvene fall term.
- Any workgroup reports
  - No new reports were giving
  - Report on Develop Metrics (for evaluating success criteria) - Bill
- [Strategic Directions document](#) discussion
  - There are 5 Strategic Directions Identified
    - From the students perspective - they need to learn and be successful, and progress / complete
    - From the faculty perspective they need to teach, make sure ever is learning, access, innovate.
    - If you have student learning and success along with good teaching then you will have the strength of community.

- There was discussion from the group that these Strategic Direction don't seem as strong as the last ones, somehow vague and there is no accountability.
- Are here are too many directions? Where are they going?
- Are they directions if you look at them as goals to achieve or just categories?
- There has been a lot of feedback but it will be going to College Council next week.
- Bill asked if our Strategic Direction is a 5 year plan, is that where the directions are indicating?
- Again they are too vague and Kevin asked where does the college want to go with this? Kevin suggested that we look at PCC's and compare. Looking at PCC's they are talking about a path on how to get there, actually engaging people.
- We had more discussion and it's not necessarily immediately motivating. PCC's versions is both Actionable and Aspirational.
- Can Lane embrace change? Yes we have to but can we do this as a college as a whole?
- Our new Core themes are stronger but the directions need to be equally strong. How are the directions going to be measured?
- **Bill motioned** to have Russ to write the language for our input and refer to the PCC document as an example of more engaging statements. **Robin 2nd the motion** and Ian offered to help Russ and the **motion was voted on and passed unanimously.**
- [Data Security Policy](#) Passed review
  - Review definitions regarding individual intellectual property (faculty contract?) - Meredith added the link to the faculty contract and copyright policy. This doesn't need to be included in the Data Security Policy. We just need to approve the Data Security Policy as is.

	<ul style="list-style-type: none"><li>○ <b>Meredith put forward a motion to approve the Policy</b>, more group discussion continued about the difference of copyright and intellectual property.</li><li>○ <b>Ian motioned that we remove the last bullet point concerning intellectual property. Motion was 2nd by Roger and approved unanimously.</b></li><li>○ <b>Bill restated the Motion to submit the Data Security Policy as is, a vote was taken and approved unanimously.</b></li><li>● Review <a href="#">Student Communications Policy</a><ul style="list-style-type: none"><li>○ Ready to go through other councils at the start of next fiscal year or should we send out now?</li></ul></li><li>● Review <a href="#">Employee Communications Policy</a> - <b>not addressed</b><ul style="list-style-type: none"><li>○ Mentioning FERPA specifically in the precise area it applies only?</li><li>○ Finalize wording and agree to push it to College Council</li><li>○ Does the state have a professional activities exemption from personal gain? - Tony<ul style="list-style-type: none"><li>■ “who can use the account” warning added to the policy?</li><li>■ Research done on what other college do in regards to this? - Ian</li><li>■ Planned to carry-over to next year - with a homework list?</li></ul></li><li>○ Lessons Learned this year - not addressed</li><li>○ Review Carry-Over items listed below</li></ul></li></ul>
<p><b>Future Topics:</b></p>	<ul style="list-style-type: none"><li>● Carry-Over to Next Year<ul style="list-style-type: none"><li>○ Next steps on GroupWise Email Survey - update on <a href="#">results to date</a> (5 min)</li><li>○ Employee Communications Policy</li><li>○ OER subcommittee updates</li><li>○ Review <a href="#">Employee Communications Policy</a></li><li>○ Lessons Learned this year</li></ul></li></ul> <p><a href="https://support.google.com/mail/answer/1284885?hl=en">https://support.google.com/mail/answer/1284885?hl=en</a></p> <p><a href="https://support.google.com/a/answer/1385059?hl=en">https://support.google.com/a/answer/1385059?hl=en</a></p>

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<p><b>Meeting Schedule</b> (3pm - 4pm) 1/27/16 - 03/216 2/10/16 - 03/216 2/24/16 - 02/128 3/02/16 - 02/214 3/16/16 - 02/214 4/06/16 - 02/214 4/20/16 - 02/214 5/04/16 - 02/214 5/18/16 - 02/214 6/01/16 - 02/214</p>	<table border="1"> <tr> <td data-bbox="310 615 613 674">October 7, 2015</td> <td data-bbox="613 615 927 674">October 21, 2015</td> <td data-bbox="927 615 1252 674">November 4, 2015</td> <td data-bbox="1252 615 1555 674">November 18, 2015</td> </tr> <tr> <td data-bbox="310 674 613 737">December 2, 2015</td> <td data-bbox="613 674 927 737">December 16, 2015</td> <td data-bbox="927 674 1252 737">December 30, 2015</td> <td data-bbox="1252 674 1555 737">January 13, 2016</td> </tr> <tr> <td data-bbox="310 737 613 800"><i>January 27, 2016</i></td> <td data-bbox="613 737 927 800"><i>February 10, 2016</i></td> <td data-bbox="927 737 1252 800"><i>February 24, 2016</i></td> <td data-bbox="1252 737 1555 800"><i>March 2, 2016</i></td> </tr> <tr> <td data-bbox="310 800 613 863"><i>March 16, 2016</i></td> <td data-bbox="613 800 927 863"><i>April 6, 2016</i></td> <td data-bbox="927 800 1252 863"><i>April 20, 2016</i></td> <td data-bbox="1252 800 1555 863"><i>May 4, 2016</i></td> </tr> <tr> <td data-bbox="310 863 613 926"><i>May 18, 2016</i></td> <td data-bbox="613 863 927 926"><i>June 1, 2016</i></td> <td data-bbox="927 863 1252 926"></td> <td data-bbox="1252 863 1555 926"></td> </tr> </table>				October 7, 2015	October 21, 2015	November 4, 2015	November 18, 2015	December 2, 2015	December 16, 2015	December 30, 2015	January 13, 2016	<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>		
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<p><b>Membership for 2015 - 2016:</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) – Rodger Gamblin, Denise Brinkman and Robin Geyer</li> <li>• Faculty (2) – Meredith Keene-Wilson and John Thompson</li> <li>• Managers (2) – Russ Pierson, Tony Sanjume</li> <li>• Students (2) – Maria Dresser, vacant (1)</li> <li>• Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair)</li> <li>• Recorder: Leanne Guthrie</li> </ul>																							