

**Tech Council
Business**

- Review and approve minutes for [March 1st](#) meeting
 - **Minutes were reviewed. A motion to approve was made by Linda and 2nd by Ian.**
 - **Motion was approved unanimously.**
- Any additions to today's agenda?
 - Benchmarks for the number of Technicians to serve a number of Staff.
- **Upcoming Presentations:**
 - 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.lanecce.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
- Status Updates - Tech Council Work Plan 2017 and Tactical Initiatives 2016-2017

Resources:**[Tech Council Work plan 2017](#)**

- **Reviewed Plan and made some updates.**
 - Investigate current college employee Email platform
 - Focus group met with peer to peer and was told that the best way to contact faculty was to contact the faculty directly and the admins.
 - Do we have valid and monetary reasons to move to Gmail for employees?
 - Savings on DigiTar
 - Archiving and Discovery through Google/Gmail.
 - Should we move to changing our email platform?
 - It would be a multi-faceted decision involving ET and Governance Councils
 - It is really about retention and we need to follow the law.
 - Google has plenty of storage.
 - Student Survey - what are student expectations for technology in the learning environment?
 - What would really make a difference?
 - What could technology do to help students?
 - What is the most effective questions to ask?
 - How can technology bring us more students?

- How can technology help students be more successful?
- Student have varying levels of knowledge and experience, could we use technology and adaptive learning to meet them at their level. This would be something technology could do that without having 1 instructor for every student.
- The technology is already here, especially at the dev-ed level.

[Tactical Initiatives - Technology Plan 2016-17](#)

General Business

Attending: Barb, Ian, Bill, Carl, Robin, Tony, Rodger, Linda

Guests: Phil Barlow- Powers, Tammy Salman Craig Taylor

Recorder: Leanne Guthrie

Quorum (8): 8/14

Planned Topics:

- **Assessment Team’s Student Learning Assessment Plan development -** https://www.lanecc.edu/sites/default/files/conversation/sla_planning_context_3-1-17.pdf
- Tammy Salman - Faculty coordinator for Student Learning Assessment and Curriculum Development.
- The conversation on assessment of student learning, we have not elevated our data, we have not spent enough time thinking about how our students are learning.
- Some of the questions we are looking at are; How do we design our courses and student development, how we are doing on our student learning, how are we teaching our students and how are we being effective.
- Learning Council is supporting the assessment planning and wants to come up with a 5 year plan. Which will need to be submitted to our accreditors.
- How does IT help in supporting systems and processes?
 - Barb is helping the assessment team with a curriculum mapping system.
- How are we connecting with the general education & core learning outcomes
 - We would like any student no matter what their course of study to come out with knowledge & skills applicable to any career or further college.
- **Employee Communications Policy Update/Finalization**
 - Kyle and Ian went to College Council
 - College Council determined that the review done last week is the first reading of this Policy.
 - College Council had further recommendations about the BCC
 - Steve McQuiddy and Kyle worked on the language and came up with some changes.
 - **A motion to approve the revisions was made by Robin and 2nd by Ian.**

- **Motion was approved unanimously.**
 - Ian will take the policy back to College Council for final approval.
- Kyle would like feedback on the [Signature Generator](#) before we add examples to the graphics standards
- **College ID Card update**
 - Tony's [Preliminary research](#) - **No update**
- Any additional discussion or work done in relation to [GroupWise Email](#)?
 - Decisions need to be made about if we are going to change platforms.
 - We will need proper realistic timelines
 - Appropriate training and transition period.
 - Migration of GroupWise into Gmail.
- **Unconscious Bias Discussion related to Data** - Bill report back? **No update**
- **[Records Management & Archiving](#)** - Any update on how other colleges are handling this? - **No update**
- Student Messaging Gatekeeper - **No update**
 - OrgSync and Gmail
 - Of note: [Why are colleges so bad at sending email?](#)
- **Benchmarks**
 - Number of technicians per population served.
 - Bill showed council his "IT Story" that looks at the data.
 - Discussion about the number of IT staff to number of FTE and services
 - The College doesn't demand any kind of IT expertise from their employees so there is more IT support is needed.
 - Do we have the right mix of people in the right jobs to make sure that faculty have what they need to produce the right learning environment.
 - We are trying to dispel the notion that if enrollment is down then staff should go down no matter what area it is.
 - What is happening is IT keeps adding more and more system especially to keep competitive.
- **Subcommittee for Digital Signage** policies/procedures - Kyle, Ian and Tony will work with Alen
- Topics for next meeting

<p>Future Topics:</p>	<ul style="list-style-type: none"> ● Digital Signage Guidelines - Work with Alen to develop policy ● Reshape our 5 year plan 																							
<p>Meeting Schedule (3pm - 4:30pm)</p>	<table border="1"> <tr> <td data-bbox="310 386 610 443">October 5, 2016</td> <td data-bbox="610 386 927 443">October 19, 2016</td> <td data-bbox="927 386 1252 443">November 2, 2016</td> <td data-bbox="1252 386 1557 443">November 16, 2016</td> </tr> <tr> <td data-bbox="310 443 610 499">December 7, 2016</td> <td data-bbox="610 443 927 499">December 21, 2016</td> <td data-bbox="927 443 1252 499">January 4, 2017</td> <td data-bbox="1252 443 1557 499">January 18, 2017</td> </tr> <tr> <td data-bbox="310 499 610 556">February 1, 2017</td> <td data-bbox="610 499 927 556">February 15, 2017</td> <td data-bbox="927 499 1252 556">March 1, 2017</td> <td data-bbox="1252 499 1557 556">March 15, 2017</td> </tr> <tr> <td data-bbox="310 556 610 613">April 5, 2017</td> <td data-bbox="610 556 927 613">April 19, 2017</td> <td data-bbox="927 556 1252 613">May 3, 2017</td> <td data-bbox="1252 556 1557 613">May 17, 2017</td> </tr> <tr> <td data-bbox="310 613 610 680">June 7, 2017</td> <td data-bbox="610 613 927 680">June 21, 2017</td> <td data-bbox="927 613 1252 680"></td> <td data-bbox="1252 613 1557 680"></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 Dinert, vacant (1) ● Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair) ● Recorder: Leanne Guthrie 																							