

<p><b>Tech Council Business</b></p>	<ul style="list-style-type: none"> <li>● Review and approve minutes for <a href="#">March 15th</a> meeting <ul style="list-style-type: none"> <li>○ <b>Minutes were reviewed. A motion to approve was made by Robin and 2nd by Tony.</b></li> <li>○ <b>Motion was approved unanimously.</b></li> </ul> </li> <li>● <b>Any additions to today's agenda? - No additions</b></li> <li>● <b>Upcoming Presentations:</b> <ul style="list-style-type: none"> <li>○ 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 <a href="https://www.lanecc.edu/sustainability/climate-climate-action-plan">https://www.lanecc.edu/sustainability/climate-climate-action-plan</a> <ul style="list-style-type: none"> <li>■ 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</li> </ul> </li> </ul> </li> <li>● <b>Status Updates - Tech Council Work Plan 2017 and Tactical Initiatives 2016-2017</b> <ul style="list-style-type: none"> <li>○ Review and updates were discussed.</li> <li>○ Linking the Tech Council Annual plan with the new Core Themes is done.</li> </ul> </li> </ul> <p><b>Resources:</b>  <a href="#">Tech Council Work plan 2017</a>  <a href="#">Tactical Initiatives - Technology Plan 2016-17</a></p>
<p><b>General Business</b>  Attending: Barb, Kyle, Rodger, Robin, Carl, Ian, Meredith, Tony, Bill, Kevin, Angela  Guests:  Recorder: Leanne  Quorum (8): 11/15</p>	<p><b>Planned Topics:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Planning</a> webpages - Jen Steele - not available</li> <li>● <a href="#">Employee</a> Communications Policy Update/Finalization <ul style="list-style-type: none"> <li>○ Communications Policy will be going back to College Council next week for approval.</li> </ul> </li> <li>● <b>Reshaping our <a href="#">5 year plan</a></b></li> <li>● 12 core themes are listed as part of our 5 year Strategic Plan <ul style="list-style-type: none"> <li>○ We had a discussion and reviewed of each of these broad areas looking at where IT can have an impact.</li> <li>○ IT has a lot of projects, and the expertise in managing projects. A lot of these projects have fallen into these Core Theme categories over the years.</li> <li>○ Rather than having a long term plan for 5 years, we are going to be implementing a CRN system.</li> </ul> </li> </ul>

- The actual implementation of IT happens because there are problems that come from all different areas of the college. Since we don't know when these problems will arise so IT needs to be adaptable.
- How can we decided what needs to be done first? Could we make a list to indicate what has been done and how it ties into some of the other Council's Plans?
- What are people looking for when they are looking at a 5 year or Tactical Plan?
  - Communication with the stakeholders providing information on various projects that would be appropriate under different categories. Barb will add some more detailed information and bring it for review later in Spring term.
  - The college has Vision, Mission, Core Themes and Strategic Directions but we don't necessarily have a strategy to implement any of them. How is Lane going to compete and adapt to the new world that we live in? How can we make it work with a shrinking budget? Once we formulate how the college is going to adapt to within their budget, then IT needs to line up with that.
  - Schools have a lot of different perspectives at the executive level. We want to encourage thoughtful discussions and verifications. The school needs to be run efficiently, having relevant programs and being able to complete in the ever changing environment and cost structures of the college.
  - What steps can we take to make this happen and how can the student be involved?
    - New Council student member Angela talked about 2 main issues with student groups and clubs are, awareness and outreach.
  - We are using digital signs and web streaming. Could we use Moodle?
    - Students just want to be messaged via Moodle, but Kevin reminded us that Moodle is a LMS not a Lane web page and this is not the right platform.
    - No, we try to use Moodle strictly for academic stuff. If we started using it for messaging everyone would want to use it and it would become a messy and the students would stop checking Moodle for important academic information.

**Quick Updates:**

- **College ID Card update**
  - Tony's [Preliminary research](#) - Nothing new, it is in processes.
- **Any additional discussion or work done in relation to [GroupWise Email](#)?**
  - Is there an update on routing email through the Gmail spam filter instead of DigiTar as a spam platform change?
  - Ed said that he has successfully set up our domain to deliver through Google our GroupWise messages.

- We can use the Google spam filtering and vault with all incoming and outgoing emails.
- Ed has given Thad a demonstration of it and he would be will to come to Tech Council to demonstrate.
- **Digital Signage Guidelines** - Subcommittee for Digital Signage policies/procedures - Kyle, Ian, Tony, and Alen
  - The subcommittee was waiting for Wendy Ames Dionisio who is the new Director of Marketing and Creative Service.
- **Unconscious Bias Discussion related to Data** - Bill report back?
  - Greg Evans will come and do the training whenever we want.
- **Records Management & Archiving** - Any update on how other colleges are handling this?
  - We have a meeting with the archivist soon. At the OCIDA meeting Bill found out that a number of colleges are using the G Suite Vault.
- **Student Messaging Gatekeeper for any kind of communications**
  - OrgSync
  - Gmail
    - Usually you only want one person at the gate.
    - Do the gatekeepers have adequate training in sending emails, not in the specific email platform?
    - Now that we have Gmail for students there is a concern about if there is a distribution list for all students, how could we keep that list off limits to all but a select few?
  - Kyle asked how we can involve Student Affairs Council in the gatekeeper conversation. This is not strictly a Technology issue, should Emergency Management Team be involved?
    - Moving forward with next steps we should talk to SAC about our concern.
    - We need start a communication and contact SAC chair Kristina Holton or vice chair Kerry Levett.
    - We also need to talk to Wendy Ames Dionisio about the email, digital sign and general branding guidelines.
    - Bill will try to contact Kristina, Kerry and Christina on behalf of Tech Council
    - Are we going to limit the conversation only to global where it goes to a lot of people and not emails that we send to one person? Meaning that everyone would get that email but at different times. We were thinking it was just groups but it may be broader than that.

	<ul style="list-style-type: none"> <li>○ Barb asked if we were talking about the amount of email or are we talking about the way that email is written and formatted?             <ul style="list-style-type: none"> <li>■ There is a lot of email sent on a per student basis, are we also talking about those messages or are we strictly talking about messages that are going to a group?</li> <li>■ We should be providing training and promoting writing better email.</li> </ul> </li> <li>○ The main problem that we identified is that people getting inundated with emails that isn't relevant to them.</li> <li>○ What is the next step with this?             <ul style="list-style-type: none"> <li>■ Possible include in the survey of random student that we are planning to do add a question about how are we doing with messaging? Are you getting too many messages or emails? Or randomly pick a few student and ask the same questions</li> </ul> </li> <li>○ We will check back toward the end of the term.</li> <li>○ Of note: <a href="#">Why are colleges so bad at sending email?</a></li> </ul>																				
<p><b>Future Topics:</b></p>	<ul style="list-style-type: none"> <li>● Topics for next meeting             <ul style="list-style-type: none"> <li>○ How can we improve messaging to student through multiple mediums?</li> <li>○ Add description to items 11 &amp; 12 on the 5 year plan.</li> <li>○ How did the G Suite hard launch date work out? 3500 out of 7500 students have accessed their new G Suite account.</li> <li>○ Review work plan.</li> </ul> </li> </ul>																				
<p><b>Meeting Schedule (3pm - 4:30pm)</b></p>	<table border="1"> <tr> <td>October 5, 2016</td> <td>October 19, 2016</td> <td>November 2, 2016</td> <td>November 16, 2016</td> </tr> <tr> <td>December 7, 2016</td> <td>December 21, 2016</td> <td>January 4, 2017</td> <td>January 18, 2017</td> </tr> <tr> <td>February 1, 2017</td> <td>February 15, 2017</td> <td>March 1, 2017</td> <td>March 15, 2017</td> </tr> <tr> <td>April 5, 2017</td> <td>April 19, 2017</td> <td>May 3, 2017</td> <td>May 17, 2017</td> </tr> <tr> <td>June 7, 2017</td> <td>June 21, 2017</td> <td></td> <td></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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**Membership  
for  
2016 - 2017:**

- 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, Angela Darnall
- Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair)
- Recorder: Leanne Guthrie