

<p><b>Tech Council Business</b></p>	<ul style="list-style-type: none"> <li>● Any additions to today's agenda - no</li> <li>● Membership for this year             <ul style="list-style-type: none"> <li>○ Mira Mason-Reader</li> <li>○ Membership Vacancies to work out: Classified (1), and Student (1)</li> <li>○ Bill was asked why Tech Council membership was so tech heavy.                 <ul style="list-style-type: none"> <li>■ Discussion of who / what would be helpful, more faculty, student and department admin's.</li> <li>■ We need a broad enough group so we can make sure that the technology we bring is relevant to the people we serve.</li> <li>■ Tech people know what is realistic in terms of what is needed.</li> </ul> </li> </ul> </li> <li>● Approve Minutes for <a href="#">January 17, 2017</a> <ul style="list-style-type: none"> <li>○ Minutes were reviewed and a motion to approve by Carl and 2<sup>nd</sup> by Tony</li> <li>○ Motion approved unanimously</li> </ul> </li> <li>● We need a note taker Carl Yeh has volunteered to be the new council note taker</li> </ul>
<p><b>General Business</b>                  Attending: Carl, Mira, Ian, Kyle, Peter, Rodger, Bill, Anne, Kevin, Linda and Tony                   Recorder: Leanne                  Quorum (8): 11/14</p>	<p><b>Planned Topics:</b></p> <ul style="list-style-type: none"> <li>● Quick updates on projects discussed last year:             <ul style="list-style-type: none"> <li>○ <a href="#">Employee</a> Communications and Student Communications Policies - Need to send email about policy but we are already violating it.                 <ul style="list-style-type: none"> <li>■ The policy subcommittee will continue to work on this over the course of the year and report back.</li> </ul> </li> <li>○ <a href="#">Digital Signage Guidelines</a> <ul style="list-style-type: none"> <li>■ Subcommittee (Kyle, Ian, Tony and Alen) - Update?</li> <li>■ Subcommittee met with Tom and he is trying to finalize the mockup based on the restrictions of the digital signage platform.</li> </ul> </li> <li>○ Report back on <a href="#">Charter revision suggestions</a> <ul style="list-style-type: none"> <li>■ Council briefly reviewed the charter.</li> <li>■ Anne asked do the core themes capture the core values.</li> <li>■ To bring this to closure Bill requested that the Council review the charter and come up with suggestions and we will address this again at the next meeting.</li> <li>■ If the Tech Council is supposed to approve the strategic and tactical plans for technology for the whole College are we fully vested with division and colleagues so when we approve the charter it will be meaningful?</li> <li>■ Shouldn't Tech Council have the plans of the other councils before we can finish our plan? Should our plans support the other plans of the college?</li> <li>■ The way the current process of planning works is that all department plans are made at the same time. How can IT make a plan to support the other departments without knowing what they need?</li> <li>■ Could we put in our plan a way to change the planning process?</li> </ul> </li> </ul> </li> </ul>

- Tactical Plans for technology should only be 1 or 2 year plans because of how rapidly technology changes. What we are working on should be the focus.
- Strategic Plans for technology should be on different ways technology can contribute to an organization.
- How can IT help the College achieve its objectives?
  - Transforming Lives Through Learning
  - Break this down into 4 parts - Bring, Keep, Complete, Place
  - If we did these parts right, got students here, kept them learning, got them graduated and placed into jobs or continued education are we fulfilling our mission? What can IT do to help in these 4 areas?
  - This simple framework keeps IT focused on where IT can help.
- Charter subcommittee will take another look at the Charter.
- [Survey Development update](#) (Carl & Ian)
  - Survey is available, and we have some responses
  - Need a definite date to deploy it to students
  - There is some sensitivity around the questions of age, gender, and identity.
  - Should we wait to roll it out until we get some feedback from the IT consultant that just visited? – Yes
  - New student feedback would be useful, but we can't target specific groups of student based on gender, identity or age.
  - Sending it out at multiple times gives us another way of getting at what the problems are so we can address them.
  - The survey has different questions for students and employees.
  - Next steps – waiting to hear back from IRAP and Consultant.
  - [Draft Survey](#)
  - [COPPS Policy on authorization to conduct surveys](#)
- Student Email Directory Update
  - No Update
- Data Governance Group -
  - Two goals:
    - Provide actionable data to those in a position to act upon it
    - Prevent unauthorized access to confidential information
- Policy Review Subcommittee Update (Anne, Carl, and Kyle)
  - No changes to the policy, recommended to: change the review date to 2/7/18
    - Policy was reviewed and a motion to approve by Carl and 2nd by Anne
    - Motion approved unanimously
    - [Printer and Copier Management](#)

	<ul style="list-style-type: none"> <li>○ Any other updates?</li> <li>○ Wifi access at Florence for Continuing Ed students             <ul style="list-style-type: none"> <li>■ Current Policy is that a student has to pay Tech Fee to have access to Wifi.</li> <li>■ Can they use the Guest access?</li> <li>■ Bill needs to follow up with Russ in Florence</li> </ul> </li> <li>● New Business             <ul style="list-style-type: none"> <li>○ College ID Card - Update? Not addressed</li> <li>○ College-wide Email System - form a subcommittee (Executive Sponsor - Kerry Levett and Brett Rowlett?) This is about moving to a different email platform.                 <ul style="list-style-type: none"> <li>■ Has a subcommittee been formed? If not, how can we help with that?</li> <li>■ Kyle and Ian are going to do a Cost spec analysis.</li> <li>■ Kyle and Ian are on the agenda to talk to peer 2 peer, talk about the pros and con's and get their feedback.</li> <li>■ IT needs to address the issues that the people that are using it every day have.</li> </ul> </li> <li>○ <a href="#">Instructional Technology Plan</a> - Review and discuss                 <ul style="list-style-type: none"> <li>■ Please review and discuss at the next meeting</li> </ul> </li> <li>○ <a href="#">General Data Protection Regulation (GDPR)</a> - any update from legal on this? Not addressed                 <ul style="list-style-type: none"> <li>■ <a href="https://wcefioniers.org/2017/11/27/e-u-regulations-that-are-enforceable-against-us-he/">https://wcefioniers.org/2017/11/27/e-u-regulations-that-are-enforceable-against-us-he/</a></li> </ul> </li> </ul> </li> </ul>
<p><b>Future Topics:</b></p>	<ul style="list-style-type: none"> <li>● Future Topics             <ul style="list-style-type: none"> <li>○ Learning Council's Learning Plan                 <ul style="list-style-type: none"> <li>■ <a href="#">Learning Plan Conversation Kit</a></li> </ul> </li> <li>○ <a href="#">Records Management &amp; Archiving</a></li> <li>○ Mobile App</li> </ul> </li> </ul>
<p><b>Resources</b></p>	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><a href="#">Tech Council Charter</a></li> <li><a href="#">Tech Council Work plan 2017</a></li> <li><a href="#">Tech Council Work plan 2018</a></li> <li><a href="#">Tactical Initiatives - Technology Plan 2016-17</a></li> <li><a href="#">Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017</a></li> <li><a href="#">Five Year Plan</a></li> <li><a href="#">Five Year Plan Graphic</a></li> </ul>

<b>Meeting Schedule (3pm - 4:30pm)</b>	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		
<b>Membership for 2016 - 2017:</b>	<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 Mira Mason-Reader (1)</li> <li>• Faculty (2) – <del>John Thompson</del> Peter Lerner and Anne McGrail</li> <li>• Managers (2) – Tony Sanjume, Carl Yeh</li> <li>• Students (2) – Vacant (1), Will Schuh</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>			