Technology Council Minutes  3:00pm to 4:30pm  3/216 - Boardroom  June 6, 2018

**Tech Council Business**
- Any additions to today’s agenda? (1 min)
  - Membership
  - Recommendation for Chair, Barb is willing. **Linda moved for Barb to chair**, Roger seconded, unanimously approved.
- Vote on Technology Council meeting structure for next year (one all members meeting and one workgroup/subcommittee meeting monthly vs. bi-monthly meeting for all members) (1 min)
- Reminder: Last meeting this year is TODAY (1 min)
- Approve Minutes for **May 2, 2018** (6 min) Kyle moved, Ian seconded, unanimously approved.

**General Business**
- Attending: 
- Guests: 
- Recorder: Carl 
- Quorum (7): Ian, Linda, Tony, Peter, Roger, Kevin, Bill, Mira, Kyle, and Carl

**Planned Topics:**
- Report on All Councils Meeting on May 23, 2018
  - Bill said employee communications policy was approved
- Updates on current planned work:
  - Instructional Technology Plan - any additional news/updates? No
  - Digital Signage Guidelines
    - Subcommittee (Kyle, Ian, Tony and Alen) - any updates? No
  - Survey Development update: (Carl & Ian)
    - We talked about whether the survey should be put out now, now and fall, or just fall.
    - We talked about having real-life signs and paper surveys.
    - We decided to roll out the survey (1) fall in-service for employees, (2) early- to mid-fall for students, (3) spring for everyone
  - Policy Review Subcommittee Update (Anne, Carl, and Kyle) - have all the policy/procedures been updated on COPPS? - Yes
    - Information Technology: Bring Your Own Device (BYOD) Wireless Access
    - Information Technology: Virtual Private Network (VPN)
    - Student Communications - updated and approved!
    - Information Technology: Student Communications
    - Accessible Purchasing of IT policy/procedure
      - **Information Link**
      - **Technology Accessibility Policy** “Content Creation: All electronic content created by the college, except where explicitly excluded by Section 508, must adhere to the guidelines established in the Section 508 guidelines.” and
“Technology Procurement: The college must ensure that any technology procured, whether hardware or software must met accessibility guidelines as outlined by Section 255 of the Communications Act and/or Section 508 of the Rehabilitation Act.” Kyle moved to forward policy to College Council. Peter seconded. Approved unanimously.

- General Data Protection Regulation (GDPR)

- Annual Plan Mapping
  - [Annual Plan Mapped to Core Themes Report May 1, 2018](#)
  - Discussion for clarity on process
  - Linda said the plan was divided into four sections. For next year, the goal is to get next year’s plan done before the year begins.

- Moorpark College Strategic Technology Plan - A possible template for modeling our own technology plan

- Any other updates?
  - Anything Else?
    - In or out for next year?
      - *In:* Peter, Roger, Mira, Carl, Tony, Linda, Ian
      - *Out:* Kevin
      - *Unknown:* Denise, Anne, Kyle
    - Plan?
      - Outage Window Notifications: 6-10 pm on Fridays, update college community on a week-by-week basis, we should track the number and duration of outages (include as part of strategic plan for next year)

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<th>Resources</th>
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<tr>
<td>• Tech Council Charter</td>
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<td>• Tech Council Work plan 2017</td>
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<td>• Tech Council Work plan 2018</td>
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<td>• Tactical Initiatives - Technology Plan 2016-17</td>
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<td>• Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017</td>
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<td>• Annual Plan Mapped to Core Themes Report 2017-2018</td>
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<td>• Five Year Plan</td>
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<td>• Five Year Plan Graphic</td>
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| New Business: |
## Future Topics:
- Future Topics
  - None

## Meeting Schedule (3pm - 4:30pm)

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<td>October 4, 2017</td>
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<td>December 6, 2017</td>
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<td>February 7, 2018</td>
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<td>April 4, 2018</td>
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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 Mira Mason-Reader
- Faculty (2) – Peter Lerner and Anne McGrail
- Managers (2) – Tony Sanjume, Carl Yeh
- Students (2) – Vacant (1), Will Schuh
- Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair)
- Recorder: Carl Yeh