## Technology Council Minutes

3:00pm to 4:30pm | 3/216 - Boardroom | October 3, 2018

### Tech Council Business

- **Any additions to today’s agenda? (1 min)**
  - **Membership:** We introduced the new ASLCC representatives Shana Santry-Weiland and Ama Wayne
  - **Recorder?** Carl volunteered to continue
- **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)**
  - Peter advocated for meeting twice a month, Shana agreed
  - Mira was open to trying twice a moth
  - Tony preferred once/month but would be flexible
  - Peter suggested we wait to make a decision when there are more people present from the committee.
  - Peter moved that we have the next meeting two weeks from now to consider the meeting frequency, and Rodger seconded. **Unanimously approved.**
- **Approve Minutes for June 6, 2018 (6 min)**
  - Tony moved to approve, Mira seconded. **Unanimously approved.**

### General Business

- **Attending:**
  - Guests:
  - Recorder: Carl
  - Quorum (8):
  - Linda, Peter, Rodger, Tony, Shana, Ama, Carl, Mira

- **Planned Topics:**
  - **Updates on work started last year:**
    - **Instructional Technology Plan** - any additional news/updates? Shall we continue this work?
      - Ian was not present, so we will talk about it next time.
    - **Digital Signage Guidelines**
      - Subcommittee (Kyle, Ian, Tony and Alen) - any updates? Shall we continue this work?
        - **Tony:** nothing to report
        - Kyle suggested that we establish these guidelines but outside the purview of Tech Council. There was discussion about whether TC should review these guidelines.
        - Peter moved to table this discussion, Shana seconded. **Unanimously approved.**
    - **Survey Development update:** (Carl & Ian)
      - (We decided to roll out the survey (1) fall in-service for employees, (2) early- to mid-fall for students, (3) spring for everyone) - where do we stand?
● Carl and Ian will review the survey and re-present it at the next meeting, and then the Committee should decide the date of implementation
  ○ Policy Review Subcommittee Update (Anne, Carl, and Kyle) - shall we continue this sub-committee this year? Same Team?
    ■ Accessible Purchasing of IT policy/procedure - was this sent to College Council?
      ● Kyle said it hasn’t gone to College Council yet
      ● Subcommittee has not reviewed other policies since
  ● Discuss Technology Council Role in Information Technology Planning
    ● Advisory Council on Technology Plan
      ○ Barbara showed the “2017-2018 TC Annual Plan as of May 1, 2018”
      ○ Barbara reviewed the Tech Council Charter with the group
      ○ Group consensus was that we continue the work that we are doing with the most-recent plan
    ● Data input via surveys, etc.
      ○ We will be reviewing the survey (as mentioned earlier) and possibly use the survey to build a future technology plan
      ○ We walked through the entire digital survey (https://docs.google.com/forms/d/e/1FAIpQLSdL7oY_y6QgBZYnsv46hukBH1rIXIUnmt0K6g_VgdRRL8wuQ/viewform) and Tony suggested a question about how they feel about digital course material access before classes begin
      ○ Shana asked if it would be provided non-electronically, and Carl said it would also be provided in paper format
    ○ Annual Plan
      ○ Moorpark College Strategic Technology Plan - A possible template for modeling our own technology plan
        ■ Barb said we could look through the Moorpark Plan, but we should wait for Bill to attend to discuss it further.
○ 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)

● Strategic Plan
  ○ Discussion -

● Anything Else?
  ○ Kyle said that there might be a Chair/vice-chair meeting in two weeks, which would mean that there could not be a Tech Council meeting at the same time
  ○ Tony suggested that we talk about a mobile app at the next meeting
  ○ Kyle suggested that we identify IT division priorities for the year--concerned that the Moorpark Plan is too operational and too-detailed

Resources

● Tech Council Charter
● Tech Council Work plan 2017
● Tech Council Work plan 2018
● Tactical Initiatives - Technology Plan 2016-17
● Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017
● Annual Plan Mapped to Core Themes Report 2017-2018
● Five Year Plan
● Five Year Plan Graphic

New Business:

Future Topics:

● Future Topics
  ○ LCC Mobile App (Tony)

Meeting Schedule (3pm - 4:30pm)

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<th>October 3, 2018</th>
<th>October 17, 2018</th>
<th>October 31, 2018</th>
<th>November 14, 2018</th>
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<td>October 28, 2018</td>
<td>December 12, 2018</td>
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<td>Membership for 2018 - 2019:</td>
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<td>● CIO for Information Technology (1) – Bill Schuetz (co-chair)</td>
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<td>● Division Dean of Academic Technology (1) – Ian Coronado</td>
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<td>● Classified (3) – Rodger Gamblin, Denise Brinkman and Mira Mason-Reader</td>
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<td>● Faculty (2) – Peter Lerner and Anne McGrail</td>
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<td>● Managers (2) – Tony Sanjume, Carl Yeh</td>
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<td>● Students (2) – Shana Santry-Weiland, Ama Wayne</td>
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<td>● Additional members by position (0-4) – Linda Schantol, Kyle Schmidt, and Barbara Barlow Powers (chair)</td>
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<td>● Recorder:</td>
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