

<b>Tech Council Business</b>	<ul style="list-style-type: none"><li>· Meeting Minutes for October 7, 2015 meeting?</li><li>· Membership changes - WELCOME BACK DENISE BRINKMAN!</li></ul>
<b>General Business</b>	<p><b>Planned Topics:</b></p> <ul style="list-style-type: none"><li>● Last year's COPPS work<ul style="list-style-type: none"><li>○ All COPPS previously completed have been posted, approved and verified</li></ul></li><li>● This year's COPPS work<ul style="list-style-type: none"><li>○ Employee Communications Procedure (Bill/Dennis Carr discussion and ITLT decision on dissemination of information): <a href="https://docs.google.com/document/d/11C9BoyVBsQ2BvOQaQJXq0KdVkJkD07u4Y7ossxBDsns/edit?usp=sharing">https://docs.google.com/document/d/11C9BoyVBsQ2BvOQaQJXq0KdVkJkD07u4Y7ossxBDsns/edit?usp=sharing</a><ul style="list-style-type: none"><li>■ This was last year's plan</li></ul></li><li>○ Email policy review concerning the use of BCC when sending to large groups<ul style="list-style-type: none"><li>■ Should/can we prevent reply all to all employees?<ul style="list-style-type: none"><li>● Get information on what types of student emails are going out</li></ul></li><li>■ Should someone approve messages sent to groups of students to prevent unnecessary spam to students?</li><li>■ Should we have gatekeepers for messages to all employees?<ul style="list-style-type: none"><li>● We could discuss whether we need a gatekeeper, or how might these best be handled</li><li>● There was a previous listing that was developed with information on email communication - perhaps this information could be located again</li></ul></li></ul></li><li>○ Student Email policy/procedure<ul style="list-style-type: none"><li>■ Can students send to All Students?<ul style="list-style-type: none"><li>● Students sending email to other students – no restriction on who can post to group aliases</li><li>● There are restrictions on who is authorized to all students</li><li>● Make a communications team for all messaging to large groups of students Kerry, Barb Delansky, Helen Garrett</li><li>● Proper use of email and who can send - student email - maybe we need a gatekeeper Dawn DeWolf, Barb Delansky, Christina Walsh, Kerry Levett - these might be the best primary gatekeepers - Bill will talk to ET on this</li></ul></li></ul></li></ul></li></ul>

	<ul style="list-style-type: none"><li>○ Policy related to who authorizes sending messages to groups of students (could be part of student email policy or separated out)<ul style="list-style-type: none"><li>■ Setup an email group that people would send to for authorization of messages</li><li>■ Request the web team put together some ideas/proposal/demo on a tool that would provide a forum for college wide conversations<ul style="list-style-type: none"><li>● Employee Email - web team demo</li><li>● Student Email - will ask the group identified by ET to develop their plan (would be nice to have the message options - text, phone, email, etc - should be prioritized)</li><li>● We would like to review what information is being sent now for our own interest and for feedback in development and decision making of the Student Email group</li></ul></li></ul></li><li>○ Development, Review, and posting of Procedure for Google Apps<ul style="list-style-type: none"><li>■ With the Google Apps that we are releasing,<ul style="list-style-type: none"><li>● Will there be a do not share with businesses to eliminate spamming to students -</li><li>● If people (employees/faculty) add an add-on, they could inadvertently open students up to spamming</li><li>● If we can restrict the apps that are open to add we should use the same type of policy for this as we do for adding any software....</li><li>● We may need a separate policy to govern Google Apps</li><li>● Perhaps Ian could start to develop the policy</li></ul></li><li>■ Explicitly explain that to play with an app to try it out, you have to do it with your own account first - if you decide you want to use it, then it goes through a process</li></ul></li><li>● Tactical Planning for 2015-2016 (see below)<ul style="list-style-type: none"><li>○ 2015-2016 planning - bring what we had last year to start this year's work</li><li>○ 2016-2017 - try to develop the plan at the end of this year for next year's work</li></ul></li></ul>
<b>Future Topics:</b>	<ul style="list-style-type: none"><li>● Computer Support Standards procedure review and posting location decision</li><li>● Forms review and finalization<ul style="list-style-type: none"><li>○ New/Move/Exiting Employee Form - <a href="https://www.lanecc.edu/it/projects/technology-">https://www.lanecc.edu/it/projects/technology-</a></li></ul></li></ul>

	<p><a href="#">request-form</a></p> <ul style="list-style-type: none"> <li>○ New Software Approval Form and Approved Software List - <a href="https://www.lanecc.edu/it/projects/request-new-software">https://www.lanecc.edu/it/projects/request-new-software</a></li> <li>○ <a href="https://www.lanecc.edu/it/projects/approved-software-list">https://www.lanecc.edu/it/projects/approved-software-list</a></li> </ul>																				
<p><b>Meeting Schedule</b> (3pm - 4pm in 2/128):</p>	<table border="1"> <tr> <td><i>October 7, 2015</i></td> <td><i>October 21, 2015</i></td> <td><i>November 4, 2015</i></td> <td><i>November 18, 2015</i></td> </tr> <tr> <td><i>December 2, 2015</i></td> <td><i>December 16, 2015</i></td> <td><i>December 30, 2015</i></td> <td><i>January 13, 2016</i></td> </tr> <tr> <td><i>January 27, 2016</i></td> <td><i>February 10, 2016</i></td> <td><i>February 24, 2016</i></td> <td><i>March 2, 2016</i></td> </tr> <tr> <td><i>March 16, 2016</i></td> <td><i>April 6, 2016</i></td> <td><i>April 20, 2016</i></td> <td><i>May 4, 2016</i></td> </tr> <tr> <td><i>May 18, 2016</i></td> <td><i>June 1, 2016</i></td> <td></td> <td></td> </tr> </table>	<i>October 7, 2015</i>	<i>October 21, 2015</i>	<i>November 4, 2015</i>	<i>November 18, 2015</i>	<i>December 2, 2015</i>	<i>December 16, 2015</i>	<i>December 30, 2015</i>	<i>January 13, 2016</i>	<i>January 27, 2016</i>	<i>February 10, 2016</i>	<i>February 24, 2016</i>	<i>March 2, 2016</i>	<i>March 16, 2016</i>	<i>April 6, 2016</i>	<i>April 20, 2016</i>	<i>May 4, 2016</i>	<i>May 18, 2016</i>	<i>June 1, 2016</i>		
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<p><b>Member-ship for 2015 - 2016:</b></p>	<ul style="list-style-type: none"> <li>● CIO for Information Technology (1) – Bill Schuetz</li> <li>● Division Dean of Academic Technology (1) – Ian Coronado</li> <li>● Classified (3) –Rodger Gamblin, Barbara Barlow Powers, and Denise Brinkman</li> <li>● Faculty (2) – Meredith Keene-Wilson and John Thompson</li> <li>● Managers (2) – vacant (2)</li> <li>● Students (2) – vacant (2)</li> <li>● Additional members by position (0-4) – Linda Schantol, Robin Geyer, Kevin Steeves, and Kyle Schmidt</li> <li>● Recorder: TBD</li> </ul>																				

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## Five Year Technology Plan

<https://blogs.lanecc.edu/techcouncil/2015/02/09/five-year-technology-plan/>

Posted on [February 9, 2015](#)

Each year a tactical one year plan will be created with specific projects that fall into one or more of the five year technology plan themes. The themes encompass the categories of projects that will vary from year to year but have a common overarching purpose.

Each of the following themes are presented to align with and enable Lane’s Vision, Mission, Strategic Directions, and Core Values

**FastLANE:**

Provide appropriate, sustainably fast, hardware with appropriate software that is reliable, secure and allows students and employees to work effectively in classrooms, offices, labs and other learning areas.

**AnalyzeLANE:**

Continue the development of reporting tools, dashboards and business analytics to give employees of Lane actionable information to achieve the mission of the college.

**DegreeLANE:**

Provide tools for student success and completion.

**AgileLANE:**

Provide project leadership and management for the information systems projects of the college using the Agile project development framework.

**StreamLANE:**

Provide business process redesign and systems analysis services to help improve systems and processes throughout the college.

**DigitalLANE:**

Provide a cohesive, integrated digital presence that serves the needs of students, faculty and staff.

**SustainLANE:**

Provide enterprise resource planning system services (ERP), email, Learning Management Software (LMS), and other systems to support college administrative and teaching operations. Maintain the servers and systems software through operating system and application upgrades. Evaluate, implement, and communicate about new software and hardware releases to faculty, staff and students. Keep services highly available and accessible to as many device types as possible without compromising security. Provide adequate local and wide-area network wired and wireless services for the campus.

**LaneOnline:**

Provide appropriate technologies and course development strategies to enable effective instruction across face-to-face, hybrid and online modalities. Support sustainable teaching and learning practices such as Open Educational Resources (OER) adoption and implementation.

Support faculty to implement student centered learning through standards based instructional design.

**InnovateLANE:**

Keep a watchful eye on the horizon for emerging tools, processes and methods, allowing for exploration, experimentation and play. Listen to and try to implement good ideas from all constituencies.