

Attendance: Kevin Steeves, John Thompson, Kyle Schmidt, Bill Schuetz, Ian Coronado, Linda Schantol, Tony Sanjume, Robin Geyer, Rodger Gamblin, Russ Pierson
Guests: Ashley Jackson, Tasha Briquet, Kristin Gustafson
Leanne Guthrie: Recorder

Tech Council Business	<ul style="list-style-type: none">● Seek approval for Meeting Minutes for Feb 24, 2016 meeting:<ul style="list-style-type: none">○ Minutes for Feb 24th 2016 reviewed and approved
General Business	<p>Planned Topics: Resources: Tech Council Work plan 2016 Tactical Initiatives - Technology Plan 2016-17</p> <ul style="list-style-type: none">● Getting the OER indicator on classes that use OERs, what can students do to help?<ul style="list-style-type: none">○ How are we going to collect the data from term to term?○ OER's need to be listed prominently in the class schedule.○ A tag will need to be put on the OER classes to differentiate them from other classes○ This will be a hard task to do collecting book adoptions; getting faculty on board is going to be difficult.○ Ian, Tony, Linda will form a subcommittee and report back in two weeks● GroupWise Email Survey - update on results to date<ul style="list-style-type: none">○ Ian sent to Jim Salt and Bob Baldwin● Workgroup reports (The Annual Plan was updated)<ul style="list-style-type: none">○ Security policy team would like us to review a new policy at the next meeting: Data Security Policy<ul style="list-style-type: none">■ Data Security Procedures will change very rapidly.■ The policy is designed to be as generic as possible while still providing some sort of framework to implement procedure against.■ We wanted to make sure this addressed not just what you think of as data security but data storage and retention.■ Kristin let the council know that the Oregon State Archives offers consultation on data security.■ Motion to have Kristin get someone from the state to visit and give a meeting on Data security and Email policy<ul style="list-style-type: none">● Send questions people have to Kristin so an agenda for the meeting can be set up.

- Kyle will update and come back.
- Questions on the data security policy.
 - Concern about the information that is tucked away on people's network drives. Don't hide your data away.
 - We would like to add encouraging practices to allow continuity of access to data. (This was done.)
 - Policy is still not clear it's approval will be tabled until next meeting
- Annual plan review
- [Employee Communications Policy](#)
 - Review Meg's response
 - Meg has not responded yet
 - Kristen reported
 - As a state agency our email is public record.
 - In addition to FERPA there are things that are privacy protected within public record and law.
 - Emails about legal are privileged.
 - Emails about complaints and grievances, disciplinary actions, those are privacy concerned so It's not just FERPA.
 - FERPA is the student side, there are layers of privacy law that are going to be applied depending on what the email contains and who is sending it to whom
 - The law is very difficult to understand. Is there a way to summarize what the salient things we need to focus on and avoid from public law in reference to this?
 - Motion to approve "communicate in a way that protects the privacy of student information and records". (no decision was made)
 - More discussion on what is the legal piece of the document and what is inconsequential communication.
 - This wasn't entirely about just the information; it was about not using personal email in order to have private student information get out to a 3rd party.
 - If it is inconsequential information does it really matter?
 - Interpretation becomes a sticking point.
 - More discussion on the use of should or must in the document.
 - Motion to rename the policy to "Employee email communication"
 - It was suggested that someone talk to Greg Evans to get his insight.

	<ul style="list-style-type: none"> • Clarify whether the state has a professional activities exemption from personal gain. Tony will do this. • It was suggested to add to the policy a statement around who can use the email and what accounts. • Student Communications Policy move to next meeting • Discuss metrics for evaluating success criteria for annual plan move to next meeting 																				
<p>Future Topics:</p>	<ul style="list-style-type: none"> • Electronic student evaluations feedback (MyLane not compatible with smartphones) <ul style="list-style-type: none"> ○ Instructors want survey to work on phones and do it in class • COPPS policy reviews • Annual plan updates 																				
<p>Meeting Schedule (3pm - 4pm) 1/27/16 - 03/216 2/10/16 - 03/216 2/24/16 - 02/128 3/02/16 - 03/216 3/16/16 - 02/128 4/06/16 - 03/216 4/20/16 - 02/128 5/04/16 - 03/216 5/18/16 - 02/128 6/01/16 - 03/216</p>	<table border="1"> <tr> <td>October 7, 2015</td> <td>October 21, 2015</td> <td>November 4, 2015</td> <td>November 18, 2015</td> </tr> <tr> <td>December 2, 2015</td> <td>December 16, 2015</td> <td>December 30, 2015</td> <td>January 13, 2016</td> </tr> <tr> <td>January 27, 2016</td> <td>February 10, 2016</td> <td>February 24, 2016</td> <td>March 2, 2016</td> </tr> <tr> <td>March 16, 2016 <small>CXL</small></td> <td>April 6, 2016 <small>CXL</small></td> <td>April 20, 2016</td> <td>May 4, 2016</td> </tr> <tr> <td>May 18, 2016</td> <td>June 1, 2016</td> <td></td> <td></td> </tr> </table>	October 7, 2015	October 21, 2015	November 4, 2015	November 18, 2015	December 2, 2015	December 16, 2015	December 30, 2015	January 13, 2016	January 27, 2016	February 10, 2016	February 24, 2016	March 2, 2016	March 16, 2016 <small>CXL</small>	April 6, 2016 <small>CXL</small>	April 20, 2016	May 4, 2016	May 18, 2016	June 1, 2016		
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<p>Membership for 2015 - 2016:</p>	<ul style="list-style-type: none"> • CIO for Information Technology (1) – Bill Schuetz • Division Dean of Academic Technology (1) – Ian Coronado • Classified (3) – Rodger Gamblin, Denise Brinkman and Robin Geyer • Faculty (2) – Meredith Keene-Wilson and John Thompson • Managers (2) – Russ Pierson, Tony Sanjume • Students (2) – vacant (2) • Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers • Recorder: Leanne Guthrie 																				