**Technology Council Minutes**

3:00pm to 4:00pm

March 2, 2016

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

<table>
<thead>
<tr>
<th>Tech Council Business</th>
<th>Planned Topics:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Seek approval for Meeting Minutes for Feb 24, 2016 meeting:</td>
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<tr>
<td>○ Minutes for Feb 24th 2016 reviewed and approved</td>
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<table>
<thead>
<tr>
<th>General Business</th>
<th>Resources:</th>
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<tr>
<td><strong>Tech Council Work plan 2016</strong></td>
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<tr>
<td><strong>Tactical Initiatives - Technology Plan 2016-17</strong></td>
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| ● Getting the OER indicator on classes that use OERs, what can students do to help? |
| ○ 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 |
| ○ Ian sent to Jim Salt and Bob Baldwin |

| ● Workgroup reports (The Annual Plan was updated) |
| ○ Security policy team would like us to review a new policy at the next meeting: Data Security Policy |

- 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
  - 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.
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#### Future Topics:
- 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
- Electronic student evaluations feedback (MyLane not compatible with smartphones)
  - Instructors want survey to work on phones and do it in class
- COPPS policy reviews
- Annual plan updates

#### Meeting Schedule
(3pm - 4pm)
<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>March 2, 2016</td>
<td>April 6, 2016</td>
<td>April 20, 2016</td>
<td>May 4, 2016</td>
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<td>May 18, 2016</td>
<td>June 1, 2016</td>
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#### Membership for 2015 - 2016:
- 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