

<p><b>Tech Council Business</b></p>	<ul style="list-style-type: none"> <li>● Any additions to today's agenda? – No additions</li> <li>● Membership for this year - no updates yet</li> <li>● Approve Minutes for <a href="#">10/18/2017</a> <ul style="list-style-type: none"> <li>○ Minutes were reviewed and a motion to approve by Kyle and 2nd by Tony.</li> <li>○ Minutes were approved.</li> </ul> </li> </ul> <p><b>Resources:</b></p> <p><a href="#">Tech Council Work plan 2017</a></p> <p><a href="#">Tactical Initiatives - Technology Plan 2016-17</a></p> <p><a href="#">Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017</a></p> <p><a href="#">Five Year Plan</a></p> <p><a href="#">Five Year Plan Graphic</a></p>
<p><b>General Business</b>          Attending: Ian, Carl, Will, Tony, Rodger, Linda, Kyle and Bill          Guests: Mira          Recorder: Leanne          Quorum (7): 8/11</p>	<p><b>Planned Topics:</b></p> <ul style="list-style-type: none"> <li>● Quick updates on projects discussed last year:             <ul style="list-style-type: none"> <li>○ <a href="#">Employee Communications Policy Update/Finalization</a> <ul style="list-style-type: none"> <li>■ Reviewed changes from legal. The changes legal made were to make the policy more clear and accountable.</li> <li>■ Kyle motioned to approve the final version, 1<sup>st</sup> by Tony 2<sup>nd</sup> by Ian. This version is approved by Tech Council.</li> <li>■ Bill, Ian, Barb and Kyle will present final version to College Council to sign off on changes.</li> </ul> </li> <li>○ Student Communications Policy                     <ul style="list-style-type: none"> <li>■ Bill will take this approved policy to President Hamilton and have it signed.</li> </ul> </li> <li>○ <a href="#">Records Management &amp; Archiving</a> -                     <ul style="list-style-type: none"> <li>■ Look at the federal policy.</li> <li>■ Look at what statements we can make related to that on what can we or can't we do.</li> <li>■ Have something put together and or dig a little deeper if we can't meet the gap and see what funding may / might be available.</li> <li>■ Was tabled until Ian could be part of the conversation.                             <ul style="list-style-type: none"> <li>● Ian had no update.</li> </ul> </li> </ul> </li> <li>○ <a href="#">Digital Signage Guidelines</a> Subcommittee (Kyle, Ian, Tony and Alen)                     <ul style="list-style-type: none"> <li>■ Subcommittee is still mocking up the proposed revisions.</li> <li>■ Waiting on digital signage folks to come up with another round.</li> </ul> </li> </ul> </li> </ul>

- Suggestion: Use [Tech Council Charter](#) as a basis for our workplan each year
  - Bill read the charter for the Tech Council and put it into a work plan format.
  - This is what the Tech Council is supposed to do, and we need to do these things every year. We can use what is in the charter to make the work plan every year.
  - Bill assigned who would do each of the sections and how they are measured.
  - How can technology aid in the Learning Council's learning Plan?
  - The measures that we set up are focused on both the strategic and annual plans.
  - Can we switch and use this as a template for our workplan?
  - We need to incorporate learning principles and core themes into the charter.
  - Can we change our charter? It would have to go to College Council for approval.
  - Ian suggested that some of the language be updated.
  - As a council we are already doing most of what is in the charter, but we are also doing other projects, should those projects be included in the charter or kept separate?
  - Linda shared that the charter this is how we want to do the projects and what to consider. Then we need to have the projects we are working on as a council and keep them in line with the charter.
  - Tony shared that in the scope of work of the College Council they are to review and approve adjustment to council charters.
  
- Survey Development update (Carl & Ian)
  - Carl reported that it's still a work in progress.
  - We are reviewing the language to make sure it is easily understood.
  - We will also be editing it to fewer questions.
  - Bill asked, what is the objective of the survey.
    - Carl's response is that there are multiple objectives, one being what kind of devices are the students using?
    - We will also include student ID questions
    - Bill suggested that we add a question to the staff about what 2 things do you want IT to do, and does it match what we are already doing?
  - How long is it going to take to do the survey, Staff doesn't have time to do a long one.

- Bill recalls that there is a policy that states “ all surveys need to be approved by IRAP”
  - Carl said that the subcommittee is planning to send the survey to IRAP 1st.
- Carl plans to edit the survey and have Tech Council go over it again at our next meeting. The subcommittee wants to make sure the questions are really what we want to ask, and are those questions are actionable “If I knew then I would do”
  - Bill suggested that the subcommittee clearly articulate the goal of the survey when they submit it for review by Tech Council.
  - This will help Tech Council when reviewing to make sure we are going to get what we wanted.
- Student Email Directory follow-up?
  - Is the Student Directory desired and do they want to include their name on the survey
  - Federal and state law allows this kind of information to be released. Questions 15 and 16
  - Most college websites have the ability to lookup other students. Students have the ability to opt-out.
  - There is no urgency about this. Student are aware of privacy issues.
- All council chair/co-chair Meeting -
  - We need to present our Workplan to Council of Councils.
  - We could use the Tech Council Charter as the template.
  - Bill edit the Workplan and add what we plan on doing and when it will get done.
  - Bill will send an email out with the Workplan to get the council's approval to present at the Chair / Co-Chair meeting.
- Any other updates?
  - Knowledgebase re: forwarding student e-mail (<https://help.lanecc.edu/SHED/Knowledgebase/Article/View/1212/174/forwarding-email-from-student-email-to-personal-email>)
  - We were worried that students are not using the Gmail accounts.
  - How many people are really reading their email? The effectiveness the message is, if the email is read and understood.

<b>Future Topics:</b>				
<b>Meeting Schedule (3pm - 4:30pm)</b>				
	October 4, 2017	October 18, 2017	November 1, 2017	November 15, 2017
	December 6, 2017	December 20, 2017	January 3, 2018	January 17, 2018
	February 7, 2018	February 21, 2018	March 7, 2018	March 21, 2018
	April 4, 2018	April 18, 2018	May 2, 2018	May 16, 2018
	June 6, 2018	June 20, 2018		
<b>Membership for 2016 - 2017:</b>	<ul style="list-style-type: none"> <li>● CIO for Information Technology (1) – Bill Schuetz (co-chair)</li> <li>● Division Dean of Academic Technology (1) – Ian Coronado</li> <li>● Classified (3) – Rodger Gamblin, Denise Brinkman and vacant (1)</li> <li>● Faculty (2) – John Thompson and vacant (1)</li> <li>● Managers (2) – Tony Sanjume, Carl Yeh</li> <li>● Students (2) – Vacant (2)</li> <li>● Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair)</li> <li>● Recorder: Leanne Guthrie</li> </ul>			

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| <ul style="list-style-type: none"> <li>● New Business             <ul style="list-style-type: none"> <li>○ Current updated work plan for Information Technology (40 mins)</li> </ul> </li> </ul> |
| <ul style="list-style-type: none"> <li>● Future Topics             <ul style="list-style-type: none"> <li>○ College ID Card update (5 min)</li> </ul> </li> </ul>                                |