

<p>Tech Council Business:</p>	<ul style="list-style-type: none"> • Meeting Minutes – review and approve minutes from February 9, 2015 meeting 																
<p>General Business:</p>	<p>Planned Topics:</p> <ul style="list-style-type: none"> • COPPS <ul style="list-style-type: none"> ○ Duplication: <ul style="list-style-type: none"> ▪ Still awaiting response from College Council on their policy which is similar to ours ○ Removal: <ul style="list-style-type: none"> ▪ Still awaiting response from Infrastructure team on Computer Support Standards – existing file is being removed from COPPS for now until we have an update and decide if it belongs in COPPS or on IT pages ▪ IT: Appropriate Use of Technology is being removed as it was replaced with IT: Technology Use Rights and Responsibilities ○ Subcommittee update and discussion (Thwing & Robin) ○ Subcommittee update and discussion? (Ian, Kyle and Rodger) • Technology Workplan and Strategic Plan <ul style="list-style-type: none"> ○ Blog ○ Updates on sharing with others? ○ Next steps? 																
<p>ACTION ITEMS:</p>	<ul style="list-style-type: none"> ○ 																
<p>Meeting Schedule (3pm to 4pm in 2/128):</p>	<table border="0"> <tr> <td>November 5, 2014</td> <td>November 17, 2014</td> <td>December 1, 2014</td> <td>December 17, 2014</td> </tr> <tr> <td>January 7, 2015</td> <td>January 21, 2015</td> <td>February 4, 2015</td> <td>February 18, 2015</td> </tr> <tr> <td>March 4, 2015</td> <td>March 18, 2015</td> <td>April 1, 2015</td> <td>April 15, 2015</td> </tr> <tr> <td>May 6, 2015</td> <td>May 20, 2015</td> <td>June 3, 2015</td> <td>June 17, 2015</td> </tr> </table>	November 5, 2014	November 17, 2014	December 1, 2014	December 17, 2014	January 7, 2015	January 21, 2015	February 4, 2015	February 18, 2015	March 4, 2015	March 18, 2015	April 1, 2015	April 15, 2015	May 6, 2015	May 20, 2015	June 3, 2015	June 17, 2015
November 5, 2014	November 17, 2014	December 1, 2014	December 17, 2014														
January 7, 2015	January 21, 2015	February 4, 2015	February 18, 2015														
March 4, 2015	March 18, 2015	April 1, 2015	April 15, 2015														
May 6, 2015	May 20, 2015	June 3, 2015	June 17, 2015														
<p>Membership for 2014-2015:</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, Barbara Barlow Powers, and vacant • Faculty (2) – Meredith Keene-Wilson and John Thompson (Joe Russin during Winter term) • Managers (2) – Jim Lindly and vacant • Students (2) – Caleb Miller and vacant • Additional members by position (0-4) – Linda Schantol, Robin Geyer, Kevin Steeves, and Kyle Schmidt • Recorder: Liz Pratt 																

Notes on Work Done by Thwing and Robin

To be reviewed at February 18th meeting)

1. We added a link from IT: Banner Access Requests to IT: System Access. There are three related COPPS pages that are a little confusing, but they all appear to be fully linked to each other and we are okay with them as is. They are IT: Banner User (policy) and IT: Banner Access Requests (procedure) and IT: System Access (procedure).
2. In IT:Banner Access Requests we replaced Stan Barker's name with Greg Holmes as a Data Custodian.
3. We added a link from IT: Technology Use Rights and Responsibilities to IT: Email Distribution Guidelines, and we removed a link that was there that pointed directly back to this policy. There are several COPPS pages all having to do with appropriate use, but the overlap cannot be resolved until College Council has responded to Barb's request for them to review their policy Equipment: Personal Use. We have confirmed the intent of the Tech Council to remove the policy called IT: Appropriate Use, because it has now been replaced by the new policy IT: Technology Use Rights and Responsibilities. Thwing sent an email to Lori and Jim requesting this removal, 1.29.15.
4. We reviewed the IT: Hardware Acquisition policy which contains links to several other COPPS pages, including IT: Computer Support Standards. We have confirmed the intent of the tech Council to replace the IT: Computer Support Standards procedure. Perhaps with a web page somewhere on the IT department's pages that would describe the currently approved "image" being loaded and approved software and hardware. We have confirmed that the procedure is outdated and does not need to be on COPPS at this time. Thwing sent an email to Lori and Jim requesting this removal, 1.29.15.
5. We removed the link to IT: Computer Support Standards from the IT: Technology Hardware Acquisition policy.
6. We added a link from IT: Computer Replacement Procedure to IT: Technology Hardware Acquisition policy.
7. Missing forms. Barb and the Council already know about the Technology Request Form (referenced in two procedures: IT: System Access and IT: Use of Services), but what about the "Approved Software list" and the Software Request Form and the Request for New Software Approval Form (referenced in IT: Software Requests)? (Bill noted that we will revisit this once we have the forms developed)
8. Please note that within the IT: Computer Replacement procedure when using the Contingency Funding Request form page, it would be more efficient and informative to add the date when submissions will once again be open. Now the banner states "Submissions for this form are closed, with no additional information." (Bill agreed with this added that perhaps "Please check back after July 1, 2015" should be added to this)

9. We fixed two occurrences of links to the obsolete IT: Appropriate Use policy (from Non-Staff GW and from Remote Access) so they now go to IT: Technology Use Rights and Responsibilities.
10. In the interest of consistency we corrected a few areas of minor detail such as, replacing the acronym ERP with Enterprise Resource Planning, corrected a policy title to include the full name in a link, etc.
11. We suggest a title change for IT: Software Requests to IT: Software Install Requests. (Bill agreed with this change)

There is one other area we discussed for change. At the bottom of each policy and procedure, as part of the standard format, there is the heading "Related Policies/References. Please consider the change "Related Policies/Procedures/References" (Barb and Bill agreed with this suggested change)