

<p><b>Tech Council Business</b></p>	<ul style="list-style-type: none"> <li>• Wording of statement related to Electromagnetic Radiation and Health – quick review</li> <li>• Meeting Minutes for May 6, 2015 meeting</li> <li>• Two meetings remaining after today!</li> </ul>																
<p><b>General Business</b></p>	<p><b>Planned Topics:</b></p> <ul style="list-style-type: none"> <li>• COPPS             <ul style="list-style-type: none"> <li>○ Revision to Appropriate Use – awaiting decision from College Council meeting</li> <li>○ Computer Support Standards – no update at this time</li> <li>○ Two updates to policies for quick review and approval?</li> <li>○ Employee Communications Procedure – review and approve?  <a href="https://docs.google.com/document/d/11C9BoyVBsQ2BvOQaQJXg0KdVkJkD07u4Y7oSSpBDsns/edit?usp=sharing">https://docs.google.com/document/d/11C9BoyVBsQ2BvOQaQJXg0KdVkJkD07u4Y7oSSpBDsns/edit?usp=sharing</a></li> <li>○ Procedure/Policy for Gmail &amp; Google Docs update? (sub-committee: Bill, Ian, Kyle, Kevin, and Meredith)</li> <li>○ Forms review –                 <ul style="list-style-type: none"> <li>▪ New Employee, Move/Relocation, and Exiting Employee Forms  <a href="https://www.lanecc.edu/it/projects/technology-request-form">https://www.lanecc.edu/it/projects/technology-request-form</a></li> <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>  <a href="https://www.lanecc.edu/it/projects/approved-software-list">https://www.lanecc.edu/it/projects/approved-software-list</a></li> </ul> </li> </ul> </li> <li>• Technology Workplan and Strategic Plan             <ul style="list-style-type: none"> <li>○ Reminder for response to Tactical Plan sent (Ian)?</li> <li>○ Any other updates on this work?</li> </ul> </li> <li>• Next steps?</li> </ul>																
<p><b>ACTION ITEMS:</b></p>	<ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul>																
<p><b>Meeting Schedule</b> (3pm - 4pm in 2/128):</p>	<table border="0"> <tr> <td><del>November 5, 2014</del></td> <td><del>November 17, 2014</del></td> <td><del>December 1, 2014</del></td> <td><del>December 17, 2014</del></td> </tr> <tr> <td><del>January 7, 2015</del></td> <td><del>January 21, 2015</del></td> <td><del>February 9, 2015</del></td> <td><del>February 18, 2015</del></td> </tr> <tr> <td><del>March 4, 2015</del></td> <td><del>March 18, 2015</del></td> <td><del>April 1, 2015</del></td> <td><del>April 21, 2015</del></td> </tr> <tr> <td><del>May 6, 2015</del></td> <td><del>May 20, 2015</del></td> <td>June 3, 2015</td> <td>June 17, 2015</td> </tr> </table>	<del>November 5, 2014</del>	<del>November 17, 2014</del>	<del>December 1, 2014</del>	<del>December 17, 2014</del>	<del>January 7, 2015</del>	<del>January 21, 2015</del>	<del>February 9, 2015</del>	<del>February 18, 2015</del>	<del>March 4, 2015</del>	<del>March 18, 2015</del>	<del>April 1, 2015</del>	<del>April 21, 2015</del>	<del>May 6, 2015</del>	<del>May 20, 2015</del>	June 3, 2015	June 17, 2015
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<p><b>Membership for 2014-2015:</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 vacant</li> <li>• Faculty (2) – Meredith Keene-Wilson and John Thompson</li> <li>• Managers (2) – Jim Lindly and vacant</li> <li>• Students (2) – Caleb Miller and vacant</li> <li>• Additional members by position (0-4) – Linda Schantol, Robin Geyer, Kevin Steeves, and Kyle Schmidt</li> <li>• Recorder: Liz Pratt</li> </ul>																

**NOTES ON COPPS work still to be done:**

- Missing forms:
    - New/Move&Transfer/Exiting Technology Request Forms
    - "Approved Software list"
    - Software Request Form
    - Request for New Software Approval Form
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**Technology Council Workplan for 2015**

Our workplan for the year is to create the strategic collegewide (5 year) plan and annual Technology Plan, vet those plans with constituencies on the Decision Matrix, and receive approval to move that work forward. In addition, we will seek approval of the COPPS Technology policy changes we worked on last year.

**January**

Jan 7, 21 Distribute, discuss, and revise draft strategic and annual technology plans.

Create subcommittees to receive feedback on plans and visit departments and divisions

review COPPS policy changes with Thwing Havens

- Publish plans and distribute to divisions
- Notify and distribute COPPS policy changes to college, learning, and faculty councils
- Notify college, learning, and faculty councils that draft strategic technology plan and annual technology plans will be distributed to them for their review in March
- Ask to be put on the agenda of college, learning, and faculty councils in April to discuss technology plans. Seek approval from councils by end of April.
- Notify president and VP of College operations of intent to submit strategic and annual technology plans to them after approval from college, learning, and faculty councils around the end of April

**February**

Feb 4, 18 Review and revise technology plans based on feedback from constituencies

Visit departments and divisions to share plans and get input on draft plans

review comments from departments and divisions

**March**

Mar 4, 18 Further review and revision of the technology plans based on feedback from constituencies

- Visit college, learning, and faculty councils to discuss COPPS technology policy changes
- review comments from departments and divisions on technology plans
- Revise and prioritize Annual Workplan
- Publish, plan and distribute to councils

**April**

Visit College, faculty, and learning council to discuss technology plans

Apr 1, 15 Review and revise technology plans based on feedback from constituencies. Review COPPS policies changes, if any, based on feedback from college, learning, and faculty councils.

- Receive approval from college, learning, and faculty councils on strategic, and annual technology plans

**May**

May 6, 20 Review and revise technology plans based on feedback from constituencies. Review COPPS policies changes, if any, based on feedback from President and VP of Operations.

- Submit technology strategic and annual plans to the board
- Receive approval for COPPS Technology policy changes from President

**June**

Jun 3, 17 Review and revise technology plans based on feedback from constituencies.

- Publish approved COPPS policies, strategic Technology and annual Technology plans