Tech Council Business:	• Meeting Minutes for December 1, 2014 ○ Motion to approve the December 1, 2014 Technology Council minutes as is by Ian, seconded by Kyle, and approved

General Business:
 	
Attending:
Bill Schuetz, Vice Chair
Ian Coronado
Robin Geyer
Meredith Keene-Wilson
Caleb Miller
Linda Schantol
Kyle Schmidt
Liz Pratt, recorder
 	
Not Attending:
Barbara Barlow Powers, Chair
Roger Gamblin
Jim Lindly
John Thompson
Kevin Steeves
	Planned Topics:
	• COPPS status follow-up postponed to January 21 meeting
	• Technology Planning - create work plan (draft due today) for Tech Council and strategic plan and tactical/annual plans.
	  ○ Reviewed **Decision Matrix** (copies provided).
	  ○ Document: **Technology Council Planning**. Source: Ian via Google Docs Section: 5 Year Technology Plan,
	    ▪ Discussion: Not too detailed, allows for change. Most items in annual plan will fall within multiple categories.
	    ▪ Action: Review and edit wording/flow -- everyone
	  ○ Document: **Tactical Initiatives – Technology Plan 2014-15.** Source: Ian via Google Docs. List resulted from survey responses. Includes initiatives focused on students and faculty/staff. (Ian made edits to document as needed)
	    ▪ Student focused initiatives #1: consistency of LMS. Goal: standard formatting from one course to another even across divisions. Discussion: Robin brought up faculty responses in Math to hybrid/online course format within Math. Fine line between standardization and academic freedom. Issue is how it's presented. Difference between mandatory vs. guidelines. IT perspective is delivery system. Meredith: do in small steps. Offer choice between three templates to new faculty. Allow existing faculty to be grandfathered in. Linda provides original guidelines to all new faculty. Dean and faculty coordinator review course shell before it's published.
	    ▪ Annual Plan: think about how to present this.
	  ○ Document: **Technology Council Workplan for 2015**. Source: Bill via Google Docs. (Ian edited document as needed)
	    ▪ Meet with divisions before councils. Announce at Tuesday Deans and send email to request when Tech Council can visit.
	      ▪ Provide a form to collect feedback. Rate importance (1-5 or 1-3) rather than open-ended. Request deans to distribute document to all faculty. Also provide paper copies at meeting or have someone to take notes during discussion.
	    ▪ Students: Bill would like student input, "Tacos with the Tech Council" Kyle suggested talking to Craig to determine demographics

	• and form a focus group. ▪ This year: share plan, gather input
ACTION ITEMS (continue on back if needed):	• Technology Council Planning document: Review and edit wording/flow – everyone • Make request at Tuesday Deans for Tech Council to visit division meetings and share work plan • Bill and Ian will finish draft work plan for Board packet (due today)
Meeting Schedule (3-4pm in 2/128):	*November 5, 2014* *November 17, 2014* *December 1, 2014* *December 17, 201* *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*
Membership for 2014-2015 (those in atten-dance are in blue)**:**	• 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 • 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