

<p><b>Tech Council Business:</b></p>	<ul style="list-style-type: none"> <li>• Motion to approve the January 7, 2015 Technology Council minutes as is by _____, seconded by Kyle, and approved.</li> <li>• John Thompson is unable to join us this term. Joe Russin will attend in John’s place.</li> <li>• Robert McGowen, ASLCC Senator, is attending as proxy for Caleb Miller.</li> </ul>
<p><b>General Business:</b></p> <p><b>Attending:</b>                  Barbara Barlow, Chair                  Bill Schuetz, Vice Chair                  Ian Coronado                  Roger Gamblin                  Robin Geyer                  Thwing Havens                  Robert McGowen                  Liz Pratt                  Joe Russin                  Linda Schantol                  Kyle Schmidt                  Kevin Steeves</p> <p><b>Not Attending:</b>                  Jim Lindly                  Meredith Keene-Wilson                  Caleb Miller</p>	<p>Planned Topics:</p> <ul style="list-style-type: none"> <li>• COPPS status follow-up                         <ul style="list-style-type: none"> <li>○ Thwing joined us to discuss the Banner User. Take a look at the policies with an eye to what’s procedure and what’s policy. Specifically note the items listed under Purpose.</li> <li>○ System Access Procedure: under new employees talks about to a Technology User Request form but there is no link. The form is almost finished.</li> <li>○ Hardware/software list not complete and up-to-date. Info useful for depts. buying new machines which need to be compatible with our systems. Consider removing the list and references to the list in COPPS. Merge the documents referencing these into one to streamline.</li> <li>○ After Infrastructure Services finishes the standard, then revisit Software Purchasing &amp; Requests, Hardware Acquisition Policy.</li> <li>○ URLs:                                 <ul style="list-style-type: none"> <li><a href="http://www.lanecc.edu/copps/documents/information-technology-banner-user">http://www.lanecc.edu/copps/documents/information-technology-banner-user</a></li> <li><a href="http://www.lanecc.edu/copps/documents/information-technology-system-access">http://www.lanecc.edu/copps/documents/information-technology-system-access</a></li> <li><a href="http://www.lanecc.edu/copps/documents/information-technology-computer-support-standards">http://www.lanecc.edu/copps/documents/information-technology-computer-support-standards</a></li> <li><a href="https://www.lanecc.edu/copps/category-listing">https://www.lanecc.edu/copps/category-listing</a> for other items mentioned.</li> </ul> </li> <li>○ Computer Support Standards sent to Infrastructure Services for review and updating – still awaiting an update.</li> <li>○ Duplication eliminated where possible – awaiting response from College Council on their policy that is similar to ours (Appropriate Use, Rights and Responsibilities, etc) – still awaiting their response</li> <li>○ BCC COPPS policy discussion (subcommittee?)—When you send an email to all “group” and when one Replies All, the message goes to everyone. Put the list in the BC field, then the reply goes to the originator. Suggestion: make this a procedure or part of employee</li> </ul> </li> </ul>

	<p>communications procedure. Suggestion: limit access to certain email addresses to certain people—some people would object. Talk to Denise. Option: provide a forum or intranet where people could talk outside of email. Motion to create subcommittee to write Employee Communications Procedure, members: Ian, Kyle, Roger</p> <ul style="list-style-type: none"> <li>• Technology Workplan and Strategic Plan             <ul style="list-style-type: none"> <li>○ Why are we here and who do we represent? – refer to membership and categories.</li> <li>○ Feedback on the planning documents from our group</li> <li>○ Workplan—Policies are posted. Should review them with other councils.                 <ul style="list-style-type: none"> <li>▪ Make revisions to policies – Robin, Thwing, and Bill</li> <li>▪ Approve via email – tech council members</li> <li>▪ Then present to College Council</li> <li>▪ Barbara will check on College Council’s response</li> </ul> </li> <li>○ How do we share and gather feedback from others on our plans                 <ul style="list-style-type: none"> <li>▪ Timeline, promise less, provide more. Would like approval of workplan in next week. Share it with people/groups. By next meeting, share draft with department.</li> <li>▪ Suggest: provide link to Google Doc or set up a blog with one entry for each plan. Ian will talk to Matt about setting up the blog and post the Short-term and Annual Plans.</li> <li>▪ Send these to all deans and request sharing with divisions.</li> </ul> </li> <li>○ Short-term Tech Plan: Faculty/Staff Initiatives: Suggestion require LMS training for faculty. Currently offer both online and drop-in help. The message is selling it to the faculty how it will benefit your students. Marketing limited to Lane Weekly and a couple IT newsletters. Sell it to deans first. Should this come from Faculty Council? Tech Council should recommend that Academic Technology bring a set of standards to Learning Council</li> </ul> </li> </ul>
<p><b>ACTION ITEMS</b></p>	<ul style="list-style-type: none"> <li>○ Subcommittee Employee Committee – Ian, Kyle, Roger</li> <li>○ Review other IT policies – Robin, Bill, and Thwing</li> <li>○ Barbara will check with infrastructure team and college council</li> <li>○ Ian will work with Matt to create a Tech Council blog</li> <li>○ Linda will share blog with peer-to-peer</li> <li>○ Add Facilities Council to review list for IT policies</li> <li>○ Request to be added to council agendas in April – Barbara</li> <li>○ COPPS policy changes –</li> </ul>

<p><b>Meeting Schedule (3-4pm in 2/128):</b></p>	<p><del>November 5, 2014</del>  <del>January 7, 2015</del>          March 4, 2015          May 6, 2015</p>	<p><del>November 17, 2014</del>  <del>January 21, 2015</del>          March 18, 2015          May 20, 2015</p>	<p><del>December 1, 2014</del>          February 4, 2015          April 1, 2015          June 3, 2015</p>	<p><del>December 17, 2014</del>          February 18, 2015          April 15, 2015          June 17, 2015</p>
<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 (Joe Russin during Winter term)</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>			