Tech Council Business:	• Meeting Minutes for February 18, 2015 meeting – Motion to approve minutes with corrections by Linda, seconded by Robin, and approved with corrections.

General Business:
 	
Attending:
Barbara Barlow, Chair
Bill Schuetz, Vice Chair
Ian Coronado
Roger Gamblin
Robin Geyer
Meredith Keene-Wilson
Caleb Miller
Liz Pratt, recorder
Linda Schantol
Kyle Schmidt
Kevin Steeves
 	
Not Attending:
Jim Lindly
Joe Russin
	Planned Topics:
	• COPPS
	  ○ Duplication:
	    ▪ Bill joined the College Council meeting – report on result of conversation with them
	    ▪ Document: COPPS Policy Consideration Request. Equipment Personal Use (COPPS) Barb outlined similarities and differences.
	    ▪ Proposed either keep separate policies or merge into one policy. Offered Tech Council's services to consolidate the two policies. Offered Tech Council to be the steward of the new policy with reference to College Council.
	    ▪ College Council meeting was canceled. Bill gave the document to members who showed up and emailed Bob Baldwin with the request to distribute the proposal along with blog URL to the council membership. Will check at next meeting on March 12.
	  ○ Removal:
	    ▪ Computer Support Standards – existing file removed from COPPS, and Infrastructure Team is actively working on the document now. They will probably decide where it lives.
	  ○ Subcommittee for Communications procedure(s) update and discussion? (Ian, Kyle and Rodger)
	    ▪ Appropriate Use Policy talks about intended use. (2nd paragraph under User Responsibilities) Discussion regarding types of activities employees may engage in. Guideline: infrequent, brief vs. personal gain, incurred expense to college, personal use.
	    ▪ The CIO would have final say on appropriate use.
	
	• Technology Workplan and Strategic Plan
	  ○ Updates on sharing with others
	    ▪ Attended College Services Leadership Team (CSLT)—interested in Google. Okay with the plans, no questions. Ian was unable to attend Learning Council. Their next meeting is March 13.
	  ○ Next steps
	    ▪ COPPS technology policies changes need to be reviewed by College, Faculty, Learning Councils. Suggestion: email the changes

	to the other councils for review. May need to adjust timeline for feedback in April. ▪ Barb will write an email with links. Request any comments and revisions in one document per council from one person by April 7. No response means you are in agreement. ▪ Separate emails for COPPS policies and Tech Council plans. Indicate this is one of two emails. Stagger them by one day. ▪ Request a Tech Council email/resource to use for sending information out and soliciting feedback
ACTION ITEMS:	o Barb will email councils and division deans o Barb will request a Technology Council GroupWise email o Roger will join Google
Meeting Schedule (3pm to 4pm in 2/128):	*November 5, 2014* *November 17, 2014* *December 1, 2014* *December 17, 2014* *January 7, 2015* *January 21, 2015* *February 9, 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:	• 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 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

5 Year Strategic Technology Plan

Each year a tactical one year plan will be created with specific projects that fall into one or more of the following longer term themes. The themes encompass the categories of projects that will vary from year to year but have a common overarching purpose. Each of the themes align with and enable Lane's Vision, Mission, Strategic Directions, and Core Values.

1. FastLANE: Provide appropriate, sustainably fast, hardware & software that is reliable, secure and allows students and employees to work effectively in classrooms, offices, labs and other learning areas.
2. AnalyzeLANE: Continue the development of reporting tools, dashboards and business analytics to give employees of LANE actionable information to achieve the mission of the college.
3. DegreeLANE: Provide tools for student success and completion. This includes projects relating to recruiting, retaining, educating, completing, and transitioning students.
4. AgileLANE: Provide project leadership and management for the information systems projects of the college.
5. StreamLANE: Provide business process redesign and systems analysis services to help improve systems and processes throughout the college.
6. DigitalLANE: Provide a cohesive, integrated, accessible, digital presence that serves the needs of students, faculty and staff.
7. SustainLANE: Provide enterprise resource planning system services (ERP) and Learning Management Software (LMS) to support college administrative and teaching operations. Maintain the servers and systems software through operating system and application upgrades. Evaluate, implement, and communicate about new software and hardware releases to faculty, staff and students. Keep services highly available and accessible to as many device types as possible without compromising security. Provide adequate local and wide-area network wired and wireless services for the campus.
8. LANEOnline: Provide appropriate technologies and course development strategies to enable effective instruction across face-to-face, hybrid and online modalities. Support sustainable teaching and learning practices such as Open Educational Resources (OER) adoption and implementation. Support faculty to implement student centered learning through standards based instructional design.
9. InnovateLANE: Keep a watchful eye on the horizon for emerging tools, processes and methods, allowing for exploration, experimentation and play. Listen to and try to implement good ideas from all constituencies.

2015 Short-term Technology Plan

We plan to address the issues raised in the survey summarized below by a series of projects and initiatives many of which are underway. The survey issues are below:

Student Focused Initiatives
1. Train faculty and advocate for a more unified and consistent course layout in Moodle.
2. Increased computer lab access (workstations and hours) across campuses (Main and Downtown).
3. More comprehensive wireless (WiFi) access on campus.
4. Email for Lane students
5. Mobile apps for Moodle/Learning
6. Mobile app for the school (maps, ability to register for classes)
7. Access to up to date software in centralized lab locations to offset computer classroom use as labs.
8. A clearer, less cluttered website
9. Updated computers in classrooms and labs
10. Access to computer checkout for students
11. Technology/digital literacy trainings for students
12. Printing issues

Faculty/Staff Initiatives
1. Access to enough computer classrooms
2. Access to up-to-date software
3. Slow computers need replacing
4. More LMS trainings
5. Digital literacy assessment/training for students
6. Single sign-on (SSO) so that you log in with your info once and the credentials work across all the college's systems.
7. A better ticketing system for support
8. More comprehensive wireless (WiFi) access on campus.
9. Email for students
10. Improved Mac support
11. Professional Development for staff
12. A different email solution than GW
13. Support staff at the downtown campus
14. Employee Communication Policy

Annual Plan

- Continue to develop the approved hardware and software process
- Encourage network storage use for Lane documents
- Continue to improve internal change control processes
- Expand support for end-user devices like smart phones and tablets on the network
- Implement Gmail for students with a ".edu" domain and Google Apps for Education
- Achieve PCI Compliance for all credit card transactions throughout the college
- Expand wireless access locations especially in the CLASS project area
- Investigate and possibly implement a Lane mobile app that provides similar information to myLane
- Implement a Single Sign On portal
- Develop or purchase a robust student messaging application that can be used to email or text students with important college related information
- Implement Banner XE registration and XE Attendance tracking
- Expand development and use of Argos reports and dashboards across the college
- Begin Degreeworks planner implementation
- develop failover capacity between downtown and main campus servers
- Implement CIT virtual bench lab
- Develop a tool for the CTE program updates
- Improve the PTSOA process for administrative assistants and HR
- Business continuity infrastructure upgrades and additions
- Groupwise server software upgrades
- Improve Macintosh integration on network
- Smart classroom implementations and updates
- Audio recording studio upgrade
- TV station upgrade
- Miscellaneous infrastructure upgrades, patches, and changes
- Website changes relating to College of Arts and Sciences name change
- Encourage and enable OER development among faculty
- Work to get approval for an online course fee to raise funds to ensure adequate development and support of online courses as well as sustain resources.