

Tech Council Business	<p>No Quorum; therefore, discussion only, no decisions</p> <ul style="list-style-type: none"> • Meeting Minutes for May 20, 2015 meeting • Definition of a Quorum – see below • One meeting remaining after today!
<p>General Business</p> <p>Attending: Barbara Barlow Powers, Chair Bill Schuetz, Vice Chair Ian Coronado Robin Geyer Linda Schantol Kyle Schmidt Kevin Steeves Liz Pratt, notetaker</p> <p>Not Attending: Rodger Gamblin Meredith Keene-Wilson Jim Lindly Caleb Miller John Thompson</p>	<p>Planned Topics:</p> <ul style="list-style-type: none"> • COPPS <ul style="list-style-type: none"> ○ Revision to Appropriate Use – decision will be made at the June 11th meeting ○ Computer Support Standards – work is continuing (will look at this next year) ○ Updated and New Procedures for review/updates/discussion <ul style="list-style-type: none"> ▪ Employee Communications Procedure (Bill/Dennis Carr discussion and ITLT decision on dissemination of information): https://docs.google.com/document/d/11C9BoyVBsQ2BvOOqQJXg0KdVkEkD07u4Y7oss/pBDsns/edit?usp=sharing ▪ Updates for the Audio-visual procedures? ▪ Procedure/Policy for Gmail update (sub-committee: Bill, Ian, Kyle, Kevin, and Meredith) • Technology Work Plan and Strategic Plan <ul style="list-style-type: none"> ○ Bill – work with College Council for final approval of Technology Work Plan and Strategic Plan <ul style="list-style-type: none"> ▪ They would like to see a more strategic plan in addition to the themes. However, we are unsure of what the strategic directions for the college will be. It was suggested that we wait until the June 11 meeting to find out what the council feedback is. Tech Council is a supporting group not a leading group. ○ Review comments and respond to councils <ul style="list-style-type: none"> ▪ RE: online fee. Will it hold up the plan if we include the line item on online course fee? Suggestion that we change it to course fee. <p>Move to adjourn at 3:40 p.m. by Kyle, second by Robin, and approved by attending members.</p>
<p>FUTURE TOPICS:</p>	<ul style="list-style-type: none"> • Computer Support Standards procedure review and posting location decision • Development, Review, and posting of Procedure for Google Apps • Forms review – <ul style="list-style-type: none"> ○ New Employee, Move/Relocation, and Exiting Employee Forms <ul style="list-style-type: none"> ▪ https://www.lanecc.edu/it/projects/technology-request-form ○ New Software Approval Form and Approved Software List <ul style="list-style-type: none"> ▪ https://www.lanecc.edu/it/projects/request-new-software ▪ https://www.lanecc.edu/it/projects/approved-software-list

Meeting Schedule (3pm - 4pm in 2/128):	November 5, 2014 January 7, 2015 March 4, 2015 May 6, 2015	November 17, 2014 January 21, 2015 March 18, 2015 May 20, 2015	December 1, 2014 February 9, 2015 April 1, 2015 June 3, 2015	December 17, 2014 February 18, 2015 April 21, 2015 June 17, 2015
Membership for 2014-2015:	<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-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 			

Definition of a Quorum

- From our Council Operations Manual: **Meeting Process and Consensus Decision-making** (10/12/2004)
 - Robert's Rules will regulate council meetings (to be developed by the governance subcommittee, will emphasize efficiency, participation, and clarity).
 - Chair may fully participate in meeting discussions. Facilitation will pass to vice chair or another member if the discussion is undermined by the chair's engagement in the issue.
 - The consensus decision-making model underpins the governance system structure. Members blocking consensus are expected to explain their opposition and may offer an alternative proposal.
- **Decision-Making:** A quorum is as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad (a clip from Robert's Rules of Order Article XI Section 64). Our council can generally count on 8 attendees (as averaged over historical attendance during the past 12 meetings). **Please note:** "A rule or resolution of a permanent nature may be adopted by a majority vote at any session of a society, and it will continue in force until it is rescinded. But such a standing rule does not materially interfere with the rights of a future session, as by a majority vote it may be suspended so far as it affects that session; and, it may be rescinded by a majority vote, if notice of the proposed action was given at a previous meeting, or in the notice of the meeting; or, without any notice, it may be rescinded by a majority of the entire membership, or by a two-thirds vote. " (a clip from Robert's Rules of Order Article XI Section 63)

Forms for COPPS that need to be finalized:

- New/Move&Transfer/Exiting Technology Request Forms
- "Approved Software list"
- Software Request Form
- Request for New Software Approval Form

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

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.
10. FundLANE: Identify community partners that can contribute resources to Lane's technology infrastructure, work with lobbyists and government agencies to increase funding for technology. Hold forums to elicit creative funding ideas. Work with college leaders to identify partnerships and opportunities for funding innovative projects.
11. DevelopLANE
12. AccessLANE