

<p>Tech Council Business</p>	<ul style="list-style-type: none"> • Meeting Minutes for May 20, 2015 meeting – Motion to approve by Robin, Rodger seconded, minutes approved by council. • Last Meeting of the Year • Do you plan to participate next year? – Notify Barb during the summer if you do not plan to continue next year.
<p>General Business</p> <p>Attending: Barbara Barlow Powers, Chair Bill Schuetz, Vice Chair Ian Coronado Rodger Gamblin Robin Geyer Linda Schantol Kyle Schmidt Kevin Steeves</p> <p>Not Attending: Meredith Keene-Wilson Jim Lindly Caleb Miller Liz Pratt John Thompson</p>	<p>Planned Topics:</p> <ul style="list-style-type: none"> • COPPS <ul style="list-style-type: none"> ○ Update from College Council - Revision to Appropriate Use – decision made – College Council approved, but Barb is not sure if they were clear which revision was needing to be made. Will follow up next year. ○ Updated and New Procedures to finalize <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/11C9BoyVBsQ2BvOOaQJXq0KdVkJkD07u4Y7ossxBDsns/edit?usp=sharing – no update (will continue next year) ▪ Updates for the Audio-visual procedures? – given to Thad with our feedback, but have not heard back – will follow up next year. ▪ Procedure/Policy for Gmail update (sub-committee: Bill, Ian, Kyle, Kevin, and Meredith) – no update – will follow up next year. • Technology Work Plan and Strategic Plan <ul style="list-style-type: none"> ○ Update from College Council on Technology Work Plan and Strategic Plan <ul style="list-style-type: none"> ▪ The annual plan was approved. College Council made suggestions and then Barb proposed to change the name from The Five Year Technology Plan to The Five Year Technology Themes, and the CC approved with the naming modification. CC wants accomplishments and details. “This is what we’ve done.” What are we doing each year--“This is what we’re doing now.” ○ Our work next year will focus on creating metrics for the themes and reporting on them ○ We need to make sure that any future surveys include all employees (specifically middle managers) – as suggested by a member of the CC
<p>Topics for Next Year:</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 (3-4pm 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 21, 2015
	May 6, 2015 May 20, 2015 June 3, 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

Forms for COPPS that need to be finalized:

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

2015 Short Term Tactical Plans

<https://blogs.lanec.edu/techcouncil/2015/02/09/2015-technology-plans/>

Posted on [February 9, 2015](#)

In the 2013-2014 year, the Technology Council surveyed faculty, staff and students about where improvements were needed with technology and which direction we should be headed.

Annual Plan for 2015-16

- Encourage network storage use for Lane documents (SuL) – In process
- Continue to improve internal change control processes (StL)
- Expand support for end-user devices like smart phones and tablets on the network (SuL)
- Implement Google Apps for Education, giving students an “.edu” domain based email (SuL)- In process
- Achieve PCI Compliance for all credit card transactions throughout the college. (SuL)
- Expand wireless access locations especially in the CLASS project area (SuL) – In process
- Investigate and possibly implement a Lane mobile app that provides similar information to myLane. (DigL)
- Implement a Single Sign On portal (DigL) – In process
- Develop a messaging framework with support for online text messaging (DigL)
- Implement Banner XE registration and Attendance tracking (SuL) – In process
- Expand development and use of Argos reports and dashboards across the college (AL)
- Begin Degreeworks planner implementation (DegL)
- Develop failover capacity between downtown and main campus servers (SuL)
- Implement CIT virtual bench lab (SuL)
- Develop a tool for the CTE program updates (StL)
- Improve the PTSOA process for administrative assistants and HR (StL)
- Business continuity infrastructure upgrades and additions (SuL)
- Groupwise server software upgrades (SuL) – In process
- Improve Macintosh integration on the network (SuL)

- Smart classroom implementations and updates (SuL) – In process
- TV station upgrade (LO) – In process
- Miscellaneous infrastructure upgrades, patches, and changes (SuL)
- Encourage and enable OER development among faculty (LO) – In process
- The augmentation of the Faculty Technology Specialists team in order to help address the changing online needs of the college (LO)
- Work to secure funds to ensure adequate development and support of online courses as well as sustain existing resources. (LO)

The key for alignment to the [Five Year Technology Plan](#) is as follows:

FastLane – FL	DigitalLane – DigL
AnalyzeLane – AL	SustainLane – SuL
DegreeLane – DegL	LaneOnline – LO
AgileLane – AgL	InnovateLane – IL
StreamLane – StL	

This list of issues to work on was determined by our 2014 survey, summarized below by a series of projects and initiatives many of which are underway. The survey issues we identified are as follows:

Student Focused Issues

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).** open lab
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 Issues

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*

*Included in the tactical plan or are currently being addressed.

**Items being partially addressed.

Five Year Technology Plan

<https://blogs.lanecc.edu/techcouncil/2015/02/09/five-year-technology-plan/>

Posted on [February 9, 2015](#)

Each year a tactical one year plan will be created with specific projects that fall into one or more of the five year technology plan themes. The themes encompass the categories of projects that will vary from year to year but have a common overarching purpose.

Each of the following themes are presented to align with and enable Lane's Vision, Mission, Strategic Directions, and Core Values

FastLANE:

Provide appropriate, sustainably fast, hardware with appropriate software that is reliable, secure and allows students and employees to work effectively in classrooms, offices, labs and other learning areas.

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.

DegreeLANE:

Provide tools for student success and completion.

AgileLANE:

Provide project leadership and management for the information systems projects of the college using the Agile project development framework.

StreamLANE:

Provide business process redesign and systems analysis services to help improve systems and processes throughout the college.

DigitalLANE:

Provide a cohesive, integrated digital presence that serves the needs of students, faculty and staff.

SustainLANE:

Provide enterprise resource planning system services (ERP), email, Learning Management Software (LMS), and other systems 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.

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.

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.