

<b>Tech Council Business</b>	<ul style="list-style-type: none"><li>· Meeting Minutes for October 21, 2015 meeting - not available yet</li><li>· Membership changes -<ul style="list-style-type: none"><li>● Communication from Bob Baldwin One too many members by position</li><li>● Robin investigated and found that the archive charter states that there can be 3 classified representatives</li><li>● Ian suggested that an additional faculty member by position would be helpful in reaching quorum</li><li>● Barb said we are still short 2 manager and 2 student positions - contacts are being made to see if we can get the positions filled</li></ul></li></ul>
<b>General Business</b>	<p><b>Planned Topics:</b></p> <ul style="list-style-type: none"><li>● This year's COPPS work<ul style="list-style-type: none"><li>○ Employee Communications Procedure (Bill/Dennis Carr discussion and ITLT decision on dissemination of information): <a href="https://docs.google.com/document/d/11C9BoyVBsQ2BvOQaQJXg0KdVkEkD07u4Y7ossxBDsns/edit?usp=sharing">https://docs.google.com/document/d/11C9BoyVBsQ2BvOQaQJXg0KdVkEkD07u4Y7ossxBDsns/edit?usp=sharing</a><ul style="list-style-type: none"><li>■ This was last year's plan</li></ul></li><li>○ Email policy review concerning the use of BCC when sending to large groups<ul style="list-style-type: none"><li>■ Request to web team to develop a proposal/demo for a tool to provide a forum for college wide conversations</li><li>■ Kyle requested David build an Employee intranet<ul style="list-style-type: none"><li>● One of the keys is that everything is optionally either public or private</li><li>● You can create an organization and will be able to follow along</li><li>● Gatekeepers are set up for each Organization</li><li>● Everything functions around groups</li><li>● Our hopes are for a better forum some of the communications</li><li>● P/T project and will be rolled out in pieces</li><li>● We are not taking away voices - we are providing a place to have a voice</li><li>● Primary goal with to have a better platform for employee communication other than just email</li><li>● Also help focus on the college website for prospective students</li></ul></li></ul></li></ul></li><li>○ Student Email policy/procedure</li></ul>

- Create a communications team for all messaging to large groups of students - perhaps Kerry, Barb Delansky, Helen Garrett (group to be identified by ET)
  - Bill will bring it up in the next ET meeting
- Policy related to who authorizes sending messages to groups of students (could be part of student email policy or separated out)
  - IT will create a draft policy to present to ET
  - Don't think it is universally clear that too many messages can be a problem for students
  - We already have a tool that can message all the students in Gmail and OrgSync
  - Perhaps it would be best that we say " please don't send group messaging" except for enrollment & financial aid services to use it- no other groups
  - Problem historically- gatekeeper sends out the messages
  - IT needs to suggest some policy that states that messaging needs to be approved which will help the discussion
  - Perhaps a communication team needs to write the policy?
  - Bill has requested info from other colleges to see how they are handling messaging students. Kevin will talk to our ATC students to see how many bulk msg's they have received
- Development, Review, and posting of Procedure for Google Apps - Ian was going to start the development of a policy for this
  - Not complete yet
- Planned and unplanned outage communication standards and compensation issues (Recommendation for IT department to make a procedure)
  - Kyle
    - When systems go down should we be posting on the home page
    - Who are the IT people that can tell right away to get the message out
    - Should there always be someone on call when this go down and should they be compensated
  - This council should make a recommendation for the IT department to come up with a firm communication procedure for how to communicate planned and unplanned outages and what are the minimum standards of how to get the messages out - Bill will handle this

	<ul style="list-style-type: none"> <li>● Tactical Planning for 2015-2016 (see below for last year’s work plan and 5 year plan)             <ul style="list-style-type: none"> <li>○ see separate Technology Plan 2015-2016</li> </ul> </li> </ul> <p><a href="https://docs.google.com/document/d/1Fz0hE9XUKflk_1ABOVhgYzjSdfIb4SGOc4dcxJKeV08/edit#">https://docs.google.com/document/d/1Fz0hE9XUKflk_1ABOVhgYzjSdfIb4SGOc4dcxJKeV08/edit#</a></p>																				
<p><b>Future Topics:</b></p>	<ul style="list-style-type: none"> <li>● Computer Support Standards procedure review and posting location decision</li> <li>● Forms review and finalization             <ul style="list-style-type: none"> <li>○ New/Move/Exiting Employee Form - <a href="https://www.lanecc.edu/it/projects/technology-request-form">https://www.lanecc.edu/it/projects/technology-request-form</a></li> <li>○ New Software Approval Form and Approved Software List - <a href="https://www.lanecc.edu/it/projects/request-new-software">https://www.lanecc.edu/it/projects/request-new-software</a></li> <li>○ <a href="https://www.lanecc.edu/it/projects/approved-software-list">https://www.lanecc.edu/it/projects/approved-software-list</a></li> </ul> </li> </ul>																				
<p><b>Meeting Schedule</b> (3pm - 4pm in 2/128):</p>	<table border="1"> <tr> <td><i>October 7, 2015</i></td> <td><i>October 21, 2015</i></td> <td><i>November 4, 2015</i></td> <td><i>November 18, 2015</i></td> </tr> <tr> <td><i>December 2, 2015</i></td> <td><i>December 16, 2015</i></td> <td><i>December 30, 2015</i></td> <td><i>January 13, 2016</i></td> </tr> <tr> <td><i>January 27, 2016</i></td> <td><i>February 10, 2016</i></td> <td><i>February 24, 2016</i></td> <td><i>March 2, 2016</i></td> </tr> <tr> <td><i>March 16, 2016</i></td> <td><i>April 6, 2016</i></td> <td><i>April 20, 2016</i></td> <td><i>May 4, 2016</i></td> </tr> <tr> <td><i>May 18, 2016</i></td> <td><i>June 1, 2016</i></td> <td></td> <td></td> </tr> </table>	<i>October 7, 2015</i>	<i>October 21, 2015</i>	<i>November 4, 2015</i>	<i>November 18, 2015</i>	<i>December 2, 2015</i>	<i>December 16, 2015</i>	<i>December 30, 2015</i>	<i>January 13, 2016</i>	<i>January 27, 2016</i>	<i>February 10, 2016</i>	<i>February 24, 2016</i>	<i>March 2, 2016</i>	<i>March 16, 2016</i>	<i>April 6, 2016</i>	<i>April 20, 2016</i>	<i>May 4, 2016</i>	<i>May 18, 2016</i>	<i>June 1, 2016</i>		
<i>October 7, 2015</i>	<i>October 21, 2015</i>	<i>November 4, 2015</i>	<i>November 18, 2015</i>																		
<i>December 2, 2015</i>	<i>December 16, 2015</i>	<i>December 30, 2015</i>	<i>January 13, 2016</i>																		
<i>January 27, 2016</i>	<i>February 10, 2016</i>	<i>February 24, 2016</i>	<i>March 2, 2016</i>																		
<i>March 16, 2016</i>	<i>April 6, 2016</i>	<i>April 20, 2016</i>	<i>May 4, 2016</i>																		
<i>May 18, 2016</i>	<i>June 1, 2016</i>																				
<p><b>Member-ship for 2015 - 2016:</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) – Roger Gamblin, Denise Brinkman and vacant (1)</li> <li>● Faculty (2) – Meredith Keene-Wilson and John Thompson</li> <li>● Managers (2) – vacant (2)</li> <li>● Students (2) – vacant (2)</li> <li>● Additional members by position (0-4) – Linda Schantol, Robin Geyer, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers</li> <li>● Recorder: Leanne Guthrie</li> </ul>																				

\*\*\*\*\*

### Technology Council Workplan for 2015

Our work plan 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 council's 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

\*\*\*\*\*

## Five Year Technology Plan

<https://blogs.lanec.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.

## One Year Tactical Plan

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

### 2015 Short Term Tactical 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

AnalyzeLane – AL

DegreeLane – DegL

AgileLane – AgL

StreamLane – StL

DigitalLane – DigL

SustainLane – SuL

LaneOnline – LO

InnovateLane – IL

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.