Tech Council Business	Meeting Minutes for November 18, 2015 meeting ● Motion to postpone review of Nov 18th minutes until Jan 13th meeting ● Discussion about student representatives, Kyle volunteered to contact Christina Walsh

General Business	**Planned Topics:**
	● Review and finalize work plan for this year (located in Tech Council folder)
	   ○ Work will be done by the group but we will first create a draft and work from there
	   ○ It was stated that our current technology plan has come from past surveys of students and employees. Perhaps this should be done again.
	   ○ New member Russ asked what is Tech Council purview and how does it relate to IT and Academic Tech?
	      ● We assess new technology needs of the campus
	      ● We ask for campus input to see what direction we should be moving
	      ● We support operations and academic sides of the campus
	      ● We write policy for COPPS and develop tech plan
	   ○ Council discussed developing the survey this year and sending it out late spring 2016 or beginning Fall 2016
	   ○ Fall 2016 seems to be a better time so the survey can be linked into all the strategic directions and core themes will be in
	      ● It was suggested that the focus group be done this year and to use that information to develop the survey
	● Identify who will work on what & completion dates
	   ○ Email Barb, Linda, Meredith and John and ask them to add themselves to the Draft Technology Council Work Plan for 2016
	● Each group agrees on their own work plan before the January 13th meeting

	- Bill will update the Draft and email it out to the Tech Council. He will present it to the All Governance Chair and Vice Chair meeting, Dec 3, 2015. - Email communication draft - Ian has written an Email communication draft which is located in the communications folder. There was discussion on draft content. Ian will continue to work on the draft and it was decided that the group review before next meeting. - Ian has also volunteered to start a survey. Why are faculty/employee using or not using Groupwise emails? - Electronic student evaluations feedback (It's a question of whether or not the electronic evaluations form is mobile friendly or if it is myLane) - instructors want survey to work on phones and do it in class - Discussion on how to link to phones - We resolved that Kyle would look into this.
Future Topics:	- COPPs policy reviews - Annual plan updates
Meeting Schedule (3pm - 4pm in 2/128):	See schedule table below

October 7, 2015	October 21, 2015	November 4, 2015	November 18, 2015
December 2, 2015	~~December 16, 2015~~	~~December 30, 2015~~	January 13, 2016
January 27, 2016	February 10, 2016	February 24, 2016	March 2, 2016
March 16, 2016	April 6, 2016	April 20, 2016	May 4, 2016
May 18, 2016	June 1, 2016		

Membership for 2015 - 2016:	- CIO for Information Technology (1) – Bill Schuetz - Division Dean of Academic Technology (1) – Ian Coronado - Classified (3) – Rodger Gamblin, Denise Brinkman and Robin Geyer, - Faculty (2) – Meredith Keene-Wilson and John Thompson - Managers (2) – Russ Pierson, Tony Sanjume - Students (2) – John Hernandez and Sora Boyd - Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers - Recorder: Leanne Guthrie