Tech Council Business		- Any additions to today's agenda? - No additions - Membership for this year - Anne McGrail and Peter Lerner will be joining as a faculty representatives. - Kevin: Will remain as a member by position - Membership Vacancies to work out: - Kyle will contact Pat LCCEF president and to recommend Mira Mason-Reader for the vacant classified position - There is still 1 student vacancy - Approve Minutes for December 6, 2017 - Minutes were reviewed and a motion to approve by Kyle and 2nd by Tony - Motion approved unanimously - We need a note taker – Current note taker no longer supports CIO and cannot continue to participate. - Some discussion and a motion was present to table this discussion by Kyle and 2nd by Roger – Motion was approved unanimously - Learning Council's Learning Plan Conversation Kit - Per Learning Council's charter they must come up with a Strategic Learning Plan - Is in development - Bill asked, what is the goal of the plan and who is it for? - Ian said is for student learning but it is for everyone at the college that is involved in learning process. - The objective of having campus wide conversations is to get people familiarized with it and solicit feedback - Getting involved in the conversations could lead to changes - Upcoming campus-wide conversations - Location: Building 4, Room 106 - Dates/Times: - Jan. 30 from 1pm to 2pm - Jan 31 from 11am to noon - Feb 2 from 9am to 10am
General Business **Attending: Tony, Bill, Kyle, Rodger, Mira, Ian, Anne, Peter, Linda & Carl Guests: Lee Weiden, Nichole Smith**		**Planned Topics:** Lane Community College Master Plan Lee Weiden and Nicole Smith from facilities are here to discuss Lane's master planning process and gather our feedback Conversation Kit – gives a summary about what Facilities is working on https://www.lanecc.edu/sites/default/files/facilities/master_plan_conversation_kit_pdf.pdf

Recorder: Leanne Quorum (8): 10/14	○ Facilitates Condition and Assessment Report– an assessment was done on the buildings and campus to see where we stand on what repairs need to be done. ○ The report will be a fundamental parts of the Master Plan which will give options and ideas on how to address the 88 million dollars in deferred maintenance. Master Plan. https://drive.google.com/drive/folders/0BzwxlMJnmIfSSmlFcmk4WThiQVU ○ The Plan includes ■ Capital Renewal Plan – deferred maintenance ■ Space Utilization Study ■ Program and department facility needs/renovation plans ■ Sustainability implementation ■ Transportation plan ■ Utility Infrastructure upgrades ○ The campus outreach will include forums and surveys – engagement will be key to our success. ○ Lee asked what are the goals and objectives for Tech Council and how Facilities can support that. ■ This plan is focused on what the College needs to be successful in student's eyes. We need to get rid of our Wi-Fi dead zones ○ We aren't only trying to understand what change but what will learning will be like in 5 years. ■ Bill thinks we need more flexible spaces and that the technology will be more advanced (Smart) ■ As the quality of adaptive learning systems and online education increases, we need to think about what differentiating factors would be in having facilities that would offer something in addition to what you would get if you were just doing something online. ■ What is the value proposition in the future for students to come to a place to learn as opposed to learning wherever they are? ■ How can we position Lane to be somewhere that is innovated enough that supports learning better with the combination of some online and some face to face classes. ■ We need integrated workplace strategies that allow you to work in different places and each place is optimized in a particular learning. ○ Employee Communications and Student Communications Policies ■ Have been approved by College Council and signed by the College President. ■ An email needs to be sent out about policy but Bill has some concerns about Continuing Ed and College Now students who do not have Gmail or google app accounts

- ■ Council discussion continued and mention of becoming a less secure from an information security standpoint world.
- ■ There are more and more privacy concerns, data breaches and potential litigation liabilities. This requires us to me more vigilant and careful about everything
- ■ We have not addressed the issue of texting and the many other ways of communicating to students.
- ■ What were are original goals and do we need to go back and amend this policy?
- ■ Kyle made a formal motion that the policy sub group reconsider these changes as part of the work for this year.
- ■ The motion above as presented by Kyle and 2nd by Anne and approved.
  - ○ Digital Signage Guidelines
    - ■ Subcommittee (Kyle, Ian, Tony and Alen)
      - ● No Update but would like to consult with the new marketing director about this.
  - ○ Report back Workplan for 2017-2018
    - ■ The subcommittee met about the workplan
    - ■ We invite our new members to look at the items on the workplan and decide which areas they would like to work on.
    - ■ Review was done of the workplan by the committee.
    - ■ **A few revision suggestions were made to the Charter by the subcommittee and will report back at the next meeting.**
    - ■ A motion was presented to approve the workplan by Ian and 2nd by Peter and was approved unanimously.
  - ○ Survey Development update (Carl & Ian)
    - ■ Draft Survey
      - ● A review of the survey was done.
      - ● Are we asking any unnecessary questions?
      - ● Are we getting the data that we would find useful to make decisions or policies on?
      - ● The survey is addressing both students and employees so it has the opportunity to gather data that would be useful to both.
      - ● Bill asked, is the goal to determine if we are meeting the needs of the college with our technology>
      - ● Kyle thought that the goal was to inform us in the development of our next strategic plan.
      - ● Ian said he really want to know what the student expectations are.

Items below were not discussed during this meeting
- ■ COPPS Policy on authorization to conduct surveys
  - ○ Student Email Directory Update

		■ Data Governance Group - any news?
		○ Any other updates?
		● New Business
		  ○ College ID Card - Update?
		  ○ College-wide Email System - form a subcommittee (Executive Sponsor - Kerry Levett and Brett Rowlett?)
		    ■ Has a subcommittee been formed? If not, how can we help with that?
		  ○ Instructional Technology Plan - Review and discuss
		  ○ General Data Protection Regulation (GDPR) - any update from legal on this?
		    ■ https://wcetfrontiers.org/2017/11/27/e-u-regulations-that-are-enforceable-against-us-he/

Future Topics:		● Future Topics
		  ○ Learning Council's Learning Plan
		    ■ Learning Plan Conversation Kit
		  ○ Records Management & Archiving
		  ○

Resources		**Resources:** **Tech Council Charter** **Tech Council Work plan 2017** **Tech Council Work plan 2018** **Tactical Initiatives - Technology Plan 2016-17** **Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017** **Five Year Plan** **Five Year Plan Graphic**

Meeting Schedule (3pm - 4:30pm)		October 4, 2017	October 18, 2017	November 1, 2017	November 15, 2017
		December 6, 2017	December 20, 2017	January 3, 2018	January 17, 2018
		February 7, 2018	February 21, 2018	March 7, 2018	March 21, 2018
		April 4, 2018	April 18, 2018	May 2, 2018	May 16, 2018
		June 6, 2018	June 20, 2018		

Membership for 2017-18 14 members		- CIO for Information Technology (1) – Bill Schuetz (co-chair) - Division Dean of Academic Technology (1) – Ian Coronado - Classified (3) – Rodger Gamblin, Denise Brinkman and Mira Mason-Reader - Faculty (2) – Peter Lerner and Anne McGrail - Managers (2) – Tony Sanjume, Carl Yeh - Students (2) – Vacant (1), Will Schuh - Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair) - Recorder: Leanne Guthrie