Tech Council Business		- Any additions to today's agenda? - No additions - Membership for this year - Kevin: Member by Position or Faculty Position? - We are waiting to hear back to see if Kevin will be reassigned as a Faculty Rep or remain a member by position. - Membership Vacancies to work out: Classified (1), Faculty (1 - if not Kevin), and Student (1) - Barb heard from Jim Salt and Anne McGrail will be joining Tech Council as a faculty rep. Barb is also waiting to hear back from John Thompson. - ASLCC needs to approve any student rep but we can make recommendations. - We are hoping to appoint Mira as a classified rep. - Approve Minutes for <u>11/15/2017</u> - Minutes were reviewed and a motion to approve was made by Carl and Kyle 2nd. Minutes were approved unanimously. - December 20 meeting - shall we hold the meeting or cancel? (Bill and Barb are both out on that day) - A motion to cancel the meeting on the 20th was presented by Kyle and 2nd by Tony. - Learning Council's <u>Learning Plan Conversation Kit</u> - 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 - Future Visit with Jennifer Hayward - to discuss Lane's master planning process and gather our feedback - Scheduled for January 17 - Jennifer may send information about the planning process and Barb will forward it to Tech Council to review before scheduled date if received.
General Business **Attending: Roger, Tony, Barb, Carl, Lyle, Ian, Bill & Kevin** **Guests: Mira**		**Planned Topics:** - Quick updates on projects discussed last year: - <u>Employee</u> Communications Policy Update/Finalization - College Council approved and passed the policy. - Final Review/Approval from College Council? - Student Communications Policy - final sign-off?

| Recorder:
Leanne
Quorum (7): 8/7 | | ■ Bill will be taking both the Employee and Student Communication Policies to Marge for Final Approval
○ Records Management & Archiving
　■ Any updates (Ian - D.A.M. Project and/or updates from Kristin Gustafson)?
　■ Ian reported that Kristin's hours have been reduced.
　■ No new updates – it was suggested to move this to future topic
　　● Kyle expressed concern because of the volume of Web pages that are on the archive web site and they are not currently ADA compliant.
　　● Considering the limited resources maybe student workers could be an option to work on some of this.
　　● Bill asked, does the Archive web site need to be online? Would it be better suited for the D.A.M?
　　● Bill, Ian and Kyle will research and get back to us with updates.
○ Digital Signage Guidelines
　■ Subcommittee (Kyle, Ian, Tony and Alen) - Update?
　　● No new updates
○ Workplan for 2017-2018
　■ Use Tech Council Charter as a basis for our workplan each year
　■ Questions to answer: Does it make sense and are the assignments correct on our workplan?
　■ **Review of the 2018 workplan was done and revisions were made.**
　　● During the review of item # 6 (Create annual Technology plan with new tasks/projects.[Create Survey for college**])
　　● Barb suggested that we either talk as a group or have a subcommittee on how we do the survey.
　　● Kevin recommended that we have an advisory group that meets once per term which includes representatives from each division. Instead of us creating the survey we would use the feedback from the conversations with students, faculty and staff. It would be like a big focus group.
　　Tech Council Work plan 2018

○ Survey Development update (Carl & Ian)
　■ Review of updated survey
　　● No new updates it is still in process
　■ Do annual IRAP and IT satisfaction surveys: ask for strengths and opportunities for improvement: What is working, what is not working? |

- ■ **Achieving the Dream coaches came to visit and recommended that we do an IRAP & IT satisfaction survey each year to ask for strengths and opportunities for improvement.
  - ■ There is a COPPS policy that we sent the survey to IRAP before sending it out.
  - ■ COPPS Policy on authorization to conduct surveys
  - ○ Student Email Directory Update
    - ■ Bill shared that there is some talk about creating a data governance group.
    - ■ They would think about FERPA, Unconscious Bias and what information should be shared and with whom.
    - ■ They would set up some guidelines for data and information
    - ■ Ian asked if this group would be outside of the governance system.
      - ● Yes, a separate committee and they will be given some authority to make decisions on how we share data at Lane. Right now there is no much confusion what can or cannot be shared.
      - ● How we use messaging is also a concern and will be looked at.
      - ● Kyle suggested that we keep messaging separate from the data governance group. There is different information needed by each different group. Data governance people should be conservative about who they grant access to, where the communication group would want to be more aggressive on the information that is sent out.
  - ○ Any other updates? none
- ● New Business
  - ○ College ID Card - Update?
    - ■ The committee met last week and another tomorrow.
    - ■ There are approximately 23 items of different uses.
    - ■ We would not integrate the Higher One Card FA balance into this new ID Card.
    - ■ We are looking at doing an RFP (request for funding)
    - ■ Hoping to have a prototype and testing by Summer term and roll out Fall term.

  - ○ College-wide Email System (employee)

- ■ Concerns about changing Email Systems and should there be a subcommittee formed?
- ■ Is this the right group to continue this conversation?
- ■ We did a survey and there was a majority in every class of employee who wanted to change.
- ■ Roger added that this conversation needs to include Thad, Denise and Ed in order to end the cycle of " it works or it doesn't work" or it's a training issue
- ■ The survey indicated that there wasn't really a majority, it was split right down the middle. But the MAC client doesn't work as well. But there was a majority that want to switch to Gmail and Calendar.
- ■ It would also increase the use of G-suite. And the use of some of the add-on's
- ■ Should we survey again? Or use a focus group.
- ■ Carl suggest that the decision be made by the people of expertise and not by what's popular.
- ■ Would there be any monetary value in changing? This would need to be investigated.
- ■ There is no cost for the product but there is a cost for the implementation.
- ■ Kyle suggested that a subcommittee to look into these questions.
- ■ Summer would be a good time to transition. How quickly can it be changed over? The training would be the hardest part.
- ■ It was recommended that Kerry Levett and Brett Rowlet be the executive sponsors.
- ■ Kyle presented a motion to form a subcommittee that includes outside members including faculty, classified but no Tech Council members. They will prepare a cost benefit analysis and a potential transition plan and make a firm recommendation to leave GroupWise and move to Gmail. Motion was 2nd by Tony and approved unanimously.
- ● Student Technology Plan -
    - ○ Review link and discuss at next meeting.
- ● General Data Protection Regulation (GDPR) -
    - ○ https://wcetfrontiers.org/2017/11/27/e-u-regulations-that-are-enforceable-against-us-he/

		○ Kyle told us that the EU (*European* Union) has passed a law that could potentially fine us for failing to protect the Data privacy of any EU citizen. ○ Kyle presented a motion that this be taken to Legal Council for review to find out what liability we would have. Tony 2nd that motion. A vote was taken and approved unanimously. Bill will ask Legal what implication the GDPR has to Lane.
Future Topics:		● Future Topics ○ Learning Council's Learning Plan
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 2016 - 2017:		● CIO for Information Technology (1) – Bill Schuetz (co-chair) ● Division Dean of Academic Technology (1) – Ian Coronado ● Classified (3) – Rodger Gamblin, Denise Brinkman and vacant (1) ● Faculty (2) – John Thompson and vacant (1) ● 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