Tech Council Meeting Minutes 2.21.18		• Present: Bill Schuetz Ian Coronado Rodger Gamblin Mira Mason-Reader Anne McGrail Tony Sanjume Linda Schantol Kevin Steeves Kyle Schmidt Recorder: Anne McGrail

Tech Council Business		• Any additions to today's agenda? (1 min)
		• Membership for this year (2 min)
		   o Mira Mason-Reader
		   o Membership Vacancies to work out: Classified (1), and Student (1)
		• Approve Minutes for February 7, 2017 (5 min) Moved Bill Seconded Ian Unanimous approval.

General Business
Attending:
Guests:
Recorder:
Quorum (7):
		Planned Topics:
		• Quick updates on projects discussed last year:
		   o Employee Communications and Student Communications Policies - *Weekly* announcement posted
		   o Digital Signage Guidelines - (5 min)
		     · Subcommittee (Kyle, Ian, Tony and Alen) – Update: Some issues with the platform –preliminary stages of trying out the standards and subcommittee will try to codify them soon. Variability and readability issues emerging. Still in preliminary stages so too early to report progress definitively
		   o Report back on Charter revision suggestions (5 minutes). Kyle moved to take time to revise charter. Linda seconded. Unanimously approved to take the next two weeks to study the charter and bring revision suggestions to 3.7.18 meeting.
		   o Survey Development update (Ian)
		     · Ian reported on the draft survey. Student Affairs Council is also looking at questions around student communication preferences; question emerged whether we should remove student questions on TC survey in light of SAC survey. Carl and Ian will update about refinements of two surveys next TC meeting.

	- Ian asked about wisdom of adding a question to TC Survey about Networked drives/vs. Google drives to **employees**. - Bill noted that all Google docs are retrievable; if you delete Google docs Lane and Google can retrieve it indefinitely - COPPS Policy on authorization to conduct surveys - Ian got some information from Molloy. Molloy suggested we more narrowly refine age groups. Ian updated the age groups (see survey) Draft Survey o Data Governance Group is forming and IRAP has asked for recommendations from TC for membership. This is an IRAP group. Data requests will come through IRAP and Argos report writers. IRAP has decided it needs to refer to criteria decided by a group larger than themselves to determine what data is sanctioned for general use v. data not sanctioned for general use. - Two goals of the "Data Governance Group" - o Provide actionable data to those in a position to act upon it - o Prevent unauthorized access to confidential information - Names were mentioned to recommend; Eli Herr, Don Whiting, Kenny Ascheri and Ray Smith possibilities. Cathy Thomas from IRAP. This group will map out procedure. Different people on campus would be involved in fulfilling the requests following procedure set by this group. It was announced that Tech Council is to recommend membership for this group.

Group is involved in security, privacy, storage. Questions arose about liability situations; PCC has recently pulled back on Dropbox because of security problems.

- The term "governance" was a subject of discussion. Was this an arm of the governance process? Perhaps the name could be changed to "access" or other less confusing terminology
- Also suggested that Faculty Council might recommend members.
- Also suggested that we ask Students, although this continues to be a problem given learning curve.
- It emerged that in fact policies would be drafted by this Data Governance Group and so there developed some confusion about the provenance of the group vis a vis the governance system.
- Context: IRAP is getting a lot of requests for data—who should have access to what information?.
- Oversight to IRAP. Right now, IRAP decides. In future this would be Data Governance Group. Recommended by the ATD group.

Decision: Kyle moved to ask for more information from IRAP about the organizational and governance role of this new group before we formally make recommendations. This was approved unanimously.

- o Policy Review Subcommittee Update (Anne, Carl, and Kyle) (5 min)
    - · [Information Technology: Bring Your Own Device (BYOD) Wireless Access:](#)   Kyle reported that we want to clarify the language to remove "Rokus etc." Add a sentence at the end. Subcommittee (Kyle, Carl, Anne) will get the policy language in its entirety on a Google doc and send to Tech Council
    - · [Information Technology: Virtual Private Network (VPN)](#)

- · [Banner User Policy](#) Motion to make no changes approved. Roger seconded, passed.
- · [Student Communications](#) Currently 2 policies: we will move to drop one of them. We will add related policy. Will bring new policy to the next Tech Council mtg.
- · [Information Technology: Student Communications](#) This one will disappear with some related policies added to Stu Comm above.
- · **Tabled for future discussion**: decision about what populations other than College Now and High School students won't be required to have a Lane email address.
  - o Any other updates? (5 min)
  - o Wifi access at Florence for Continuing Ed students has been fixed
- ● New Business
  - o College ID Card - Update? (5 min) Tony presented issue to Faculty Council. Faculty did not want to be compelled to get a One ID card. Barb Barlow still out and so waiting for her but college will need to move forward on it soon to meet new AY deadlines.
  - o College-wide Email System - form a subcommittee (Executive Sponsor - Kerry Levett and Brett Rowlett?) (5 min)
    - · Kyle has talked to Peer to Peer. General opinion: Groupwise does everything but it's too difficult to figure out to do anything. Calendars, subcalendars, problems. Linda reported that many people know the basics, fewer people know full capabilities of GW. Busy search aspects for meetings is most useful. Linda reported that Peer to Peer Meeting attendees this time we asked about GW were more tech savvy than 2-years ago survey. Consequently, more were fine to leave GW and go to some other vendor because of GW complications. Questions about whether Gmail can do things that GW can. Kyle reported some complaints about GW. Shortcuts in GW don't work in

		other platform. Busy search really valuable. Flag emails and undelete are useful.
		· Question was raised about TC role in helping a subcommittee formation.
		· There are some things in Google available that people didn't know about.
		· Three volunteers to join the group—Cost Benefit Analysis Task Force will make a final recommendation about it. Kristina Fuller, Leilani Perez, Ashley Martins,
		· Recommendation: It will be at least a month before a final decision/formal.
		o Mobile App: student engagement app.
		· Informational discussion: Barriers to getting an app: this would be a piece of the One Card (Tony). One Card does a map and some comms.
		· The biggest issue is inability to add a required nag.
		· Discussion about usefulness of an app, comparison to other college apps. Issue of federated ID and optimum system.
		o Instructional Technology Plan - Review and discuss (15 min)—Ian says read, add in comments by next meeting. We will begin with this item in 3.7.18 agenda.
		o General Data Protection Regulation (GDPR) - any update from legal on this? (5 min)
		· Legal has nothing much to say. They think it will be hard to enforce this legislation in the United States. Recommended we do what we can but don't worry about it.
		· https://wcetfrontiers.org/2017/11/27/e-u-regulations-that-are-enforceable-against-us-he/

Future Topics:		● Future Topics
		   o Learning Council's Learning Plan
		      · Learning Plan Conversation Kit
		   o Records Management & Archiving
		   o Mobile App

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 Mira Mason-Reader (1) Faculty (2) – ~~John Thompson~~ 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 |