

Technology Council Minutes (2/214)

11:00am to 12:30pm

May 18, 2016

Attending: Bill, Ian, Barb, Tony, Robin, Linda, Maria, John, Kevin, Meredith, Roger, Russ

Recorder: Leanne Guthrie

Quorum: 12/14 Quorum was met.

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|------------------------------|---|
| Tech Council Business | <ul style="list-style-type: none">● Seek approval for Meeting Minutes for April 20, 2016 meeting<ul style="list-style-type: none">○ Minutes were reviewed and approved.● Any additions to today's agenda?● New Student Council Member - Maria Dresser● Last two meetings of this fiscal year - today and June 1st● Technology Council meetings will begin again, October 5th - please notify the chair if you do not plan to participate next year |
| General Business | <p>Resources:</p> <p>Tech Council Work plan 2016</p> <p>Tactical Initiatives - Technology Plan 2016-17</p> <p>Planned Topics:</p> <ul style="list-style-type: none">● Discuss operating procedures for next year's meetings<ul style="list-style-type: none">○ The group had a general discussion on guidelines for next year's meetings.<ul style="list-style-type: none">■ We had already approved that the agenda would be published 48 hours in advance.■ It was suggested that we follow our collaborative and relaxed approach, but incorporate Robert's Rules of Order when needed?■ The feeling and value of flexibility is the reason that we have accomplishment so much the last few years and makes for a better meeting.■ We would like to encourage any member to ask for a process check to get back on track.■ Building an agenda by the end of the meeting may not be necessary but we would like to be open for members to send agenda items to the Chair.■ Encourage everyone to have a turn to speak.■ The extension of the meeting time to 90 minutes was approved at the last meeting and began on May 18th.■ Votes should be done with a thumb analysis. A count will be taken added to the said motion in the minutes.■ What guidelines need to be written? |

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- Members would like to know what the quorum is and when is it met? Can it be posted on the minutes.
 - Quorum is $\frac{1}{2}$ membership + 1, That number can change according to the number of group members we have as a whole.
 - Barb asked again do we want to publish any of the suggestions or follow our collaborative and relaxed approach, but incorporate Robert's Rules of Order when needed?
 - Bill liked the suggestions as a guideline to our efficiency and useful for the group. Bill would like to keep the guideline to use as a check list.
 - A **motion** was proposed that the guidelines will be posted in the Tech Council folder on the Google Drive for reference. **Motion was approved unanimously by all 12 attending members.**
- [Review and prioritization](#) of projects discussion
 - [Bill asked that we discuss this at our next meeting](#) so he can send out a list to the group to review.
- Any workgroup reports
 - [Bill will report back on Develop metrics](#) for evaluating success criteria and report back on lessons learned from projects at [our next meeting](#).
- Security policy feedback [Data Security Policy](#)
 - There were a couple of proposed changes which were reviewed and approved.
 - Members asked to define the use/ purpose of the word data
 - Any text, numbers or information that can be stored electronically.
 - What data are we talking about?
 - Continued discussion on last bullet point involving individual intellectual property.
 - Robin suggested that we reference the COPPs policy as a link in the policy itself.
 - A **motion** was proposed that we tentatively accept the security policy, waiting for the definitions to come in regards to individual

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intellectual property. and then go through a final time. Meredith volunteered to follow up and look at the faculty contract.

- **Motion was approved unanimously by all 11 attending members.** (Maria left at 11:55 to go to class)

- Review [Student Communications Policy](#)
 - Is this policy ready to be put out to the other councils?
 - Kevin pointed out that the policy was written assuming that we have already rolled out Google, which has not happened. So we can not really publish this until we have done that.
 - By the time it's approved by all the different councils we should have Google rolled out.
 - **2 Motions were put on the table**
 - 1st - to approve as is
 - 2nd - to approve through our group and then send it to other councils for approval.
 - We are trying to be proactive by moving it along.
 - **A vote was taken and approved unanimously by all 11 attending members to send the policy to other councils for approval.**
- Review [Employee Communications Policy](#)
 - Does the policy make it clear why we have this policy? - should mention FERPA specifically in the precise area it applies only
 - Finalize wording and agree to push it to College Council
 - clarify whether the state has a professional activities exemption from personal gain. Tony will do this.
 - add "who can use the account" warning to the policy.
- Group noted that Kyle is still firmly committed that all employees use their college email accounts.
- John indicated that there were some concerns from the Faculty side. They discussed at faculty council whether or not it was really a FERPA violation.
- Jim Salt challenged that sending an email or having information on a 3rd party server, might be inadvertent disclosure.
- The question was asked " what do other colleges do?"

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- A **motion was presented** that we investigate what other community colleges are doing in respect to mandating employees using college provided email to communicate college business. Ian will follow up with other state colleges.
Motion was approved by the group
- Bill commented that in the interest of moving the policy along, how is the information that Ian would be gathering going to help us make a better decision?
- Hopefully the information that comes back will show precedence and policy that could inform our decision. We could use the information from the other schools as backup for our policy.
- Concern was raised about FERPA. We may want to ask our legal counsel and HR about it. Ultimately violating FERPA is what this is about.
- Discussion on employee email continued. If the official communication method for all employees is email then all employees must have access to a computer.
- The question was posed who does HR consider as an "Employee?", FT, PT, Timesheet, limited Contracted? We would like this to be put on the agenda for future discussion. There will be carry over into fall term.
- We will build a homework list and send it out.
- Report back on OER subcommittee: (Ian, Tony, Linda, Kevin)
 - Goal: Getting the OER indicator on classes that use OERs
 - Who will Identify which CRNs are using OERs? How?
 - Who will get the information into Banner? When?
 - When will this be completed?
 - How will students be able to identify OER courses?
 - How will we get the word out to students?
 - what can students do to help?
- **Update**
 - We must comply with HB 2871, problems lie in identifying all the classes that use OERs
 - We now have 3 different data sources which need to be compiled and sifted through.
 - How do we display the OER Icon inside the banner class schedule at the point of registration so students can easily identify OER-based classes?

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- There has been a **problem with banner XE**. There were course codes showing an online or hybrid. Now that information is missing. We will be working with the banner team to get that restored.
 - (Darlene is working on this)
- **Compiling the data** every term to find out who is doing what, we have had a pretty low capacity because the OER coordinator position is a 0.4 fte. We are hoping to increase that. We have put in for LETS funding or we will try to get an OER funded student position.
 - Find a sustainable way to get information from different data sources and have a single list to work from.
- We are trying to **create a new full time OER coordinator position**
 - The OER steering committee is looking to attach itself to a group such as the Learning Council.
- John raised the question about classes that are hybrid OER but still use a textbook which is good for 3 terms. Will it be represented as a low cost/no cost class?
 - The steering committee is looking into that.
 - One icon for both low cost / OER
 - There is a monetary amount <\$30 that signifies low-cost
- The next step would be looking into the interest among faculty and we would be doing significant curriculum development time to be able to adopt OER resources
- Next steps on GroupWise Email Survey - update on [results to date](#)
 - Any feedback from Jim Salt and/or Bob Baldwin?
 - Ian spoke unofficially to Alen Bahert - please do not create any additional work if we were to transition into a new system.
 - Ian's informal conversation with Jim Salt - again there are misperceptions about what systems can and cannot do.
 - Can we read receipts? Who has opened or not opened their email. Unsend? Not a deal breaker
- **A motion was proposed to continue the GroupWise discussion to continue next year. This motion was approved.**
- Make agenda for next time - this was done during the course of our meeting.

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| Future Topics: | https://support.google.com/mail/answer/1284885?hl=en https://support.google.com/a/answer/1385059?hl=en http://www.pcc.edu/about/policy/electronic/netiquette.html http://www.pcc.edu/about/policy/electronic/email.html | | | | | | | | | | | | | | | | | | | | | | | |
| Meeting Schedule (3pm - 4pm) 1/27/16 - 03/216 2/10/16 - 03/216 2/24/16 - 02/128 3/02/16 - 02/214 3/16/16 - 02/214 4/06/16 - 02/214 4/20/16 - 02/214 5/04/16 - 02/214 5/18/16 - 02/214 6/01/16 - 02/214 | <table><tr><td>October 7, 2015</td><td>October 21, 2015</td><td>November 4, 2015</td><td>November 18, 2015</td></tr><tr><td>December 2, 2015</td><td>December 16, 2015</td><td>December 30, 2015</td><td>January 13, 2016</td></tr><tr><td>January 27, 2016</td><td>February 10, 2016</td><td>February 24, 2016</td><td>March 2, 2016</td></tr><tr><td>March 16, 2016</td><td>April 6, 2016</td><td>April 20, 2016</td><td>May 4, 2016</td></tr><tr><td>May 18, 2016</td><td>June 1, 2016</td><td></td><td></td></tr></table> | | | | 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 | | |
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| May 18, 2016 | June 1, 2016 | | | | | | | | | | | | | | | | | | | | | | | |
| Membership for 2015 - 2016: | <ul style="list-style-type: none">• CIO for Information Technology (1) – Bill Schuetz (co-chair)• 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) – Maria Dresser, vacant (1)• Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair)• Recorder: Leanne Guthrie | | | | | | | | | | | | | | | | | | | | | | | |