

Tech Council Business	<ul style="list-style-type: none"> ● Reminder - Boardroom is being remodeled, so we will be meeting in 2/214 on 2/1, 2/15, and 3/1. ● Review and approve minutes for December 7 meeting <ul style="list-style-type: none"> ○ December 7th minutes were reviewed, edits were made and a motion to approve was called by Robin and 2nd by Tony. ○ Motion was approved unanimously. ● Jen Steele has stepped down. Carl Yeh has joined our council. Welcome Carl! ● Any additions to today's agenda? <ul style="list-style-type: none"> ○ No additions to today's agenda. ● Finance Council to share planning process and timelines for long range financial plan at our February 15th meeting. Presentation and discussion will last about 20 minutes. This plan will be submitted to the board of education in July. ● Status Updates - Tech Council Work Plan 2017 and Tactical Initiatives 2016-2017 <ul style="list-style-type: none"> ○ Link Annual Plan to Core Themes: Some mapping has been done. Carl will join Barb to work on this. ○ This has been pushed out until March 1, 2017. <p>Resources: Tech Council Work plan 2017 Tactical Initiatives - Technology Plan 2016-17</p>
General Business Attending: Bill, Barb, Tony, Meredith, Robin, Kevin, Carl, Ken, Guest: Phil Barlow Powers Recorder: Leanne Quorum (8): 8/14	<p>Planned Topics:</p> <ul style="list-style-type: none"> ● Any additional discussion or work done in relation to GroupWise Email? <ul style="list-style-type: none"> ○ Linda, Kyle and Robin met and created a document on how to get started. ○ The document included; tasks, questions and who to visit. ○ https://docs.google.com/a/lanecce.edu/document/d/1LTKHA_LDSLvW1Ynm7G-tHILTV0-UxjoioN8N8lj0Jg0/edit?usp=sharing ● Employee Communications Policy Review/Discussion <ul style="list-style-type: none"> ○ College Council concerns were <ul style="list-style-type: none"> ■ Faculty would like to have a separate account for their classes so students could easily email that account. ■ Faculty doesn't want other email infiltrated this account and would like some policy written. ■ Our thought is that one account would be adequate and faculty could use sub folders. ■ No policy would be needed and we will go back to College Council with that idea. ■ Other feedback from a Staff member is that they didn't think it was a FERPA violation. ■ More research needs to be done to see if there is any concern about that and get some more clarification to see if it is a FERPA violation. ■ College Council has invited Barb & Bill back to their next meeting. ■ The approach that Bill would like to take is not to fight for FERPA, but to fight for the policy. ● Student Communications Policy update

- College Council's concerns were
 - College provided email being the primary email.
 - Why would there be a FERPA concern?
 - We believe it's more about ensuring we are getting the email to the student and know that they received it.
 - Sending out email blasts to lots of people in one place can be considered spam by some servers.
 - Sometimes the email address in banner is wrong.
 - There is no option in banner to verify the address.
- We need to focus on the fact that in most institutions, who issue email accounts, that it is customary you use that account when you are doing work for the college or college business.
 - It is a normal expectation. This is not have an exception.
 - It makes it clear to the recipient that the message is coming from the college.
 - From a faculty perspective, because there are so many issues with GroupWise, they want a tool that works well for them.
 - Hopefully that will come out in the discussion and we can talk about changing tools.
- Unconscious Bias Discussion related to Data - Bill report back?
 - Bill talked to Greg Evans who is our diversity officer.
 - Greg is willing to lead any Unconscious Bias Trainings for Faculty and Staff.
 - We don't need to search for an online version.
 - If an online presentation would be preferred, we might be able to record Greg's presentation. Bill will ask if he is willing to do that.
- [Records Management & Archiving](#) - Any update on how other colleges are handling this?
 - There is no update but Bill is going to OCITA next week and is going to ask colleagues how they are managing it.
 - Ask about Digital Archiving.
- Student Messaging Gatekeeper
 - Is this a Tech Council responsibility? If not, who's responsibility is it?
 - **OrgSync**
 - How many messages should the students be getting?
 - There is pictorial training for the people who have access to OrgSync, Has it been done well?
 - The problem is coordination, the schools that have done this well have a Gatekeeper.
 - The Gatekeeper monitors the site and tries to prevent multiple messages with very similar or the same content from going out.
 - We need one central Gatekeeper but we don't have one right now.
 - Student stop reading their emails because they get so many and they are missing the important ones.

- Some students think OrgSync is hard to use even though the messaging feature is easy.
- It actually comes back to the Gmail rollout. Gmail roll out will resolve this problem.
- **Gmail Account**
 - Students will receive a link on their home tab of MyLane (lower R corner) or email. You must log in once to activate the account.
 - New G-Suite for education account - my.lanecc.edu, use your my lane pass phrase to sign in.
 - Once you follow the steps you will be in G-Suite and have access to all the education apps.
 - Banner will automatically put in your new student email address and mark it preferred. As soon as that happens banner will trigger a script that will go directly to Moodle.
 - If Staff or Faculty are also a student they will also receive a new student email account.
 - Could we make the address (naming convention) be somewhat un-guessable? Some students do not want their email address posted in Moodle.
 - Carl shared that some students don't know what G-Suite is.
 - Several email blasts will go out, which will outline the fact that this will be the student's primary Lane email address and that important information from the college will be sent from it. (e.g. Enrollment Services, Financial aid etc.)
 - Moodle has 3 different settings for email address and how they are seen.
 - If someone started spamming or harassing to their school email account we could try and find out who was sending it and block the messages or open a criminal investigation.
 - We don't think the act of giving an email address and making it unique is violating any laws.
 - If we are going to consider making the email address' unique it would be better to do it now before rollout.
 - Do we get student complaints about the email convention being Last name, First initial (if there are duplicates, add Middle initial). This convention a concern? Carl responded that it was never a concern at other schools he has worked at.
 - Although it can be problematic, students like having the names in their email address.
 - It is not a FERPA issue for using emails in Moodle.
 - It will not be a permanent email account. Our policy is, students need to reapply after not taking classes for 4 terms/quarters. Email will be reactivated at that time.
 - We are ready to roll it out but we need to communicate it to the different councils. Official rollout will be April 1st.
 - Of note: [Why are colleges so bad at sending email?](#)

	<ul style="list-style-type: none">• Students are falling away from using email and text messaging■ Gmail announcement<ul style="list-style-type: none">• https://docs.google.com/document/d/1vtfGawCRpTT5qTn7ZtVh3PKkifCk6_K0dYPd21dJw60/edit?ts=5894d972■ Gmail presentation<ul style="list-style-type: none">• https://docs.google.com/presentation/d/1c9ieFG96N72Nyk_Fm-G8OyiuuR-aXBkb9kA5X_eB-U/edit?ts=5894d9ac#slide=id.p• College ID Card update<ul style="list-style-type: none">○ Tony is still working on this. He has 2 more contacts to call and try to get a ballpark \$ figure for colleges our size.○ Hartland sometime give discounts to students and revenue to the college.• Topics for next meeting - none discussed.																				
Future Topics:	<ul style="list-style-type: none">• Digital Signage Guidelines - Work with Alen to develop policy																				
Meeting Schedule (3pm - 4:30pm)	<table><tr><td>October 5, 2016</td><td>October 19, 2016</td><td>November 2, 2016</td><td>November 16, 2016</td></tr><tr><td>December 7, 2016</td><td>December 21, 2016</td><td>January 4, 2017</td><td>January 18, 2017</td></tr><tr><td>February 1, 2017</td><td>February 15, 2017</td><td>March 1, 2017</td><td>March 15, 2017</td></tr><tr><td>April 5, 2017</td><td>April 19, 2017</td><td>May 3, 2017</td><td>May 17, 2017</td></tr><tr><td>June 7, 2017</td><td>June 21, 2017</td><td></td><td></td></tr></table>	October 5, 2016	October 19, 2016	November 2, 2016	November 16, 2016	December 7, 2016	December 21, 2016	January 4, 2017	January 18, 2017	February 1, 2017	February 15, 2017	March 1, 2017	March 15, 2017	April 5, 2017	April 19, 2017	May 3, 2017	May 17, 2017	June 7, 2017	June 21, 2017		
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Membership for 2016 - 2017:	<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 and John Thompson• Managers (2) – Tony Sanjume, Carl Yeh• Students (2) – Ken Dinet, vacant (1)• Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair)• Recorder: Leanne Guthrie																				