

APPROVED
Technology Council Minutes
January 4, 2011
3:15–4:45 p.m., 3/216

Present: Barbara Barlow, Dale Duvall, Brad Hinson, Michael Lainoff, James Lindley, Todd Lutz, Alfonso Macias, Audrey Mills and Kaaren O'Rourke

Absent: Denise Brinkman, Meredith Keene-Wilson, and Maraca Schradle

Item:	Outcome:
Tech Council Business:	<p>Minutes from the December 7 meeting were reviewed and approved.</p> <p>Maraca Schradle may be stepping down from Technology Council due to class conflicts.</p> <p>Future meetings will continue on first and third Tuesdays of each month, 3:15-4:45 p.m., in the Boardroom. A Groupwise appointment will be sent out after a room confirmation from Scheduling is received.</p>
General Business:	<ol style="list-style-type: none"> 1. Barbara met with College Council in December and discussed Tech Council's work plan. 2. Todd and Barbara spoke with Lida Herburger, chair of the Learning Council, to discuss if working together on an instructional technology plan fits into their plans for this year. They will be working on a couple areas that would tie in with us: online learning and educational resources and information literacy. Learning Council is not working specifically on a technology strategic plan, but working on the subsets of information literacy and the digital divide. What do students have access to at school and at home? 3. Technology Strategic Plan Development <ol style="list-style-type: none"> a. Develop list of survey questions b. Offer to combine with one from Student Affairs c. Delivery method for survey? <p>Discussion:</p> <ul style="list-style-type: none"> * Todd forwarded an article to Helen and Mario about a school that banned laptops. * Will we have more than one survey? Target different populations: <ul style="list-style-type: none"> - Lane employees - faculty and staff - Credit and noncredit students - Community stakeholders – LCC Board of Education, budget committee, county commissioners, CCWD, legislative electives, CML * Delivery method – important how it is packaged as it will indirectly market Lane. How do we deliver? Possibly have focus groups, marketing course project * What data is Institutional Research already collecting?

- * How do we write the questions to get the data we are looking for?
- * New faculty and students may have different perspectives as a younger generation; noncredit students are often an older population
- * Offer electronic and paper versions of the survey
- * Are there existing surveys we could use as a model?
- * What format should the questions be? Multiple choice, open-ended?
- * How do we get people to respond?

Question ideas and topics:

- *Where do you study or print on campus? Are there enough places to study?
- *Mobile device use in the classroom, i.e., using phones to look up info
- *Sustainability: how do we use technology to use less paper?
- *Are there enough labs, study rooms?
- *Online book sales
- *Online (virtual) advising – Elluminate
- *Computer usage at peak times, i.e., finals week – open additional labs (how do we use existing resources differently?)
- *Do students/faculty have enough support?
- *Online courseware access – historical numbers so IT can plan usage. Peak hours are often after business hours. Students/faculty can't get help then.
- *Do we use social networking for class communication?
- *How do students like myLane?
- *Do we want to ask for students' majors?
- *Faculty – Intellectual property rights. Who owns courses? If you are paid to develop a course, Lane owns it. Many free courses are available now. Lane has no intellectual property COPPS policy.
- *What technology do students provide and what does the college provide? Business Department requires business students to have a laptop. Financial aid assists in purchase costs if a computer is required.
- *Where are we with student email?

A list of potential questions was generated at the meeting and will be distributed for Tech Council members to review and edit.

Jim noted that the topics of discussion hit seven main points:

1. Accessibility
2. Efficiency and effectiveness
3. Up-to-date technology: hardware/software, audio/video, phone, integration, wireless, web portal
4. Security
5. Reliability
6. Future opportunities – mobile access
7. Support

Also noted was an article: **5 Digital College Trends from 2010**

<http://www.convergemag.com/awards/digital-community-colleges/community-college-trends-2010.html>

	<p>Trend 1: Mobile Access Trend 2: Technical Support Trend 3: Video, social networking and webcasts Trend 4: Career Guidance Trend 5: Distance and Blended Courses</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Todd and Barbara will contact student Affairs, Learning and Faculty Councils to solicit their input for the survey. Marketing and Public Relations, Institutional Research, and Brett Rowlett will be consulted to find out what information has already been collected on technology issues and how to appropriately implement surveys directed to the various populations. 2. By January 18 (next meeting), we will have a sample list of questions to provide to other councils. Barbara and Todd will contact the councils within the following week. Feedback from other councils needs to be received by February 25 in order to make timely progress in implementing the surveys and gathering data.
Future Agenda Items	Review of policy: Equipment: Personal Use http://www.lanecc.edu/cops/equipuse.htm
Adjourned: 4:45 p.m.	<i>Next Meeting: January 18, 2011, 3:15-4:45 p.m., Boardroom</i>