# APPROVED
## Technology Council Minutes
### January 18, 2011
### 3:15–4:45 p.m., 3/216

**Present:** Barbara Barlow, Denise Brinkman, Dale Duvall, Brad Hinson, Michael Lainoff, James Lindley, Meredith Keene-Wilson, Todd Lutz, Alfonso Macias, Audrey Mills and Kaaren O'Rourke
**Absent:** Maraca Schradle

| Item: | Outcome: |
|---|---|
| Tech Council Business: | Minutes from the January 4 meeting were reviewed and approved.<br><br>Todd Lutz announced that he is leaving Lane and has accepted a position as CIO at a Texas A&M university. Brad Hinson will be interim vice chair until the CIO position is filled.<br><br>Kaaren O'Rourke will be retiring in June. Her seat on Tech Council will need to be filled next fall. |
| General Business: | 1.  Survey questions - discussion<br><br>   \*Support for phones - how to access SAN, check grades.  LCC app for phones?<br>   \* Do you have a laptop? Would a laptop benefit your study?<br>   \* Who has access at home?<br>   \* Lane has no tests for technology skills.<br>   \* Financial Aid pays for laptops if they are required by the program.<br>   \* Help desk assists students to log in to the wireless network but does not troubleshoot students' personal laptops.<br>   \* Do you require students to have technology?<br>   \* How frequently do students call the Help Desk?<br>   \* Question regarding software versions – are they up to date on campus<br>   \* Todd found a 2009 survey that asked students: did you use email or instant messaging?<br>   \* Comment from students - no consistency in Moodle sites. Not all teachers teach the same.  Moodle sites are as different as in-class teaching styles.<br>   \* Intellectual property – instructors don't want their courses given to other instructors to teach after they do all the work.<br>   \* Emerging technology – need a question for vision on where we are headed, willingness to explore technologies. Where do you see things going in the next 3-5 years?  How would you expect the college to respond to these technologies?<br>   \* Todd was asked to find out if the three colleges with strategic plans posted online had used surveys to collect data and if we could review them. |

|  | * Alfonso has asked for student input but hasn't received feedback yet.<br>*Barbara has asked the Library staff for input.<br>*It was concluded that the committee needed more time to develop questions before sending sample questions to other councils.  They also want to get advice from Craig Taylor on how to format survey questions, decide what data we should be collecting, find out what Research and Planning has already collected and how to collect (scantron use/electronic.<br><br>2. Denise Brinkman - Budgeting for technology support.  Budget subcommittee brought a question. How do you pay for day-to-day operational support after a grant is gone?  When budget cuts occur, how do we determine what to cut/not support anymore, e.g., annual maintenance fees, replacement, etc. The idea is to charge departments an IT fee.  How would this fee be determined?  IT is not an operations expense.  Refers back to the total cost of ownership conversation.  Figure out how much things cost; how much per FTE.  Allocated overhead.  Could part of tech fee be allocated to infrastructure?  IT should be getting indirect allocations from grants.  Some places get as much as 40 percent.  Maybe flat rate or more if you have a grant.<br><br>**Action Items:**<br><br>1. Barbara will bring help desk data to the next meeting.<br>2. Michael will develop questions to direct to community stakeholders.<br>3. Barbara will invite Craig Taylor to the next meeting.<br>4. Audrey will email Peer to Peer to get input on technology questions affecting administrative staff. |
| Future Agenda Items | Review of policy:<br>Equipment: Personal Use    http://www.lanecc.edu/cops/equipuse.htm |
| Adjourned:  4:45 p.m. | *Next Meeting:  February 1, 2011,3:15-4:45 p.m., Boardroom* |