APPROVED
Technology Council Minutes
February 1, 2011
3:15–4:45 p.m., 3/216

Present: Linda Ackers (guest), Barbara Barlow, Denise Brinkman, Brad Hinson, Michael Lainoff, James Lindley, Meredith Keene-Wilson, Alfonso Macias, Audrey Mills, and Craig Taylor (guest)
Absent: Dale Duvall, Maraca Schradle, Kaaren O'Rourke

Item:	Outcome:
Tech Council Business:	Minutes from the January 18 meeting were reviewed and approved.
General Business:	1. Surveys - discussion * Craig Taylor attended to advise tech council on how to develop and implement surveys. Craig asked how this aligns with college council and the college strategic Plan. Barbara explained that she had attended College Council and informed them of the plan to survey the college and community stakeholders on technology needs. * What information do we need and from whom? * Surveys may not get the info you need. Consider other possibilities. Talk to experts to help make decisions. Questions should be precise and link to a question you want to answer. Pilot group—test your audience. See if questions mean the same thing to different people. * Example of successful survey on campus: Facilities' survey used open-ended questions and got unexpected results. * You can look at survey results from students up to 10 years ago on the IRAP website. *How and why questions are good for focus groups. * Polling a few people may provide as much information as surveying many. Ask a few specific questions to specific groups rather than polling a large population – opportunistic. Fine tune the populations you contact to get specific information. Target information. * Be careful asking questions in an open forum. They could send messages that aren't accurate. Example: asking questions about computer labs may imply that we intend to build new ones. * Three things we are looking for: 1. What are we doing now in technology – what do we use? 2. What we are not going that we should be doing? 3. What we shouldn't be doing that we are doing? * Start at the end to get the information you need. * If you ask the wrong questions, then people think you don't even know what to ask. * Don't ask questions you have data for.

	* Ask opinion questions. What kind of access, technology, ask visionary questions * Surveys are marketing. Campaign for exposure – Torch, Weekly. Market survey with Ty Titan on YouTube. *Human subjects policies– inform people and tell them what you will do with the information. Survey instruments need to be reviewed. COPPS procedure; IRAP will review surveys before they are posted. *One question at a time – myLane. * We have lots of information and need to discuss with group. What do we specifically really need to know, have to know, and why. Ask need to know, not nice to know, questions. *Open-ended questions – what would you like to tell us? * Library survey – what needs improvement, what do you like best? * Alfonso's student responses –use technology to sell textbooks, replace old computers. * Draft strategic plan and then poll for data for the areas that are missing. *What issues should we address with a strategic plan? -Service and support -Reliability -Security -Effectiveness and efficiency -Social media and phones -Online instruction -Status reports – how are we doing? **Action Items:** 1. Meredith with contact the webmasters group, Audrey will contact OCCDL, and Denise will contact ITIS to ask if they have sample surveys to share.
Future Agenda Items	Review of policy: Equipment: Personal Use http://www.lanecc.edu/cops/equipuse.htm
Adjourned: 4:45 p.m.	*Next Meeting: February 15, 2011,3:15-4:45 p.m., Boardroom*