

APPROVED Technology Council Minutes

April 5, 2011

3:15–4:45 p.m., Boardroom

Present: Barbara Barlow (chair), Denise Brinkman, Dale Duvall, Brad Hinson, Meredith Keene-Wilson, Michael Lainoff, Audrey Mills (admin).

Absent: Jim Lindly, Alfonso Macias, Kaaren O'Rourke.

Item:	Outcome:
Tech Council Business:	Reviewed minutes from the February 1 meeting and approved.
General Business:	<p>Membership and vice-chair assignments Technology Council membership should include the following members: CIO, Division Dean of Academic Technology, 3 Classified, 2 Faculty, 2 Managers, and 2 students, with the addition of 0-4 additional members by position.</p> <p>Barb has emailed Jim Salt and Bob Baldwin, seeking guidance on this issue. And here is what we know so far: CIO hiring is in process, no need to worry about Barb's interim management placement (ok for management and classified memberships), we need a second faculty member, and another student representative (if possible).</p> <p>Spring Term meetings Schedule will continue: first and third Tuesdays 3:15-4:45 p.m.</p> <p>Status of CIO hire Brad is on the search committee. There is an adequate pool of applicants and interviews are being scheduled.</p> <p>Strategic Plan Development of a technology strategic plan, with a follow-up survey or focus group to fill in gaps? (see Technology Council charter @ http://www.lanecc.edu/governance/councils/technology/techCoun.htm)</p> <p>General Comments: Continue work on strategic plan. Keep momentum, work in progress, even if it is limited. Show good faith on college's part. Tech Council should attend CIO open forums and develop questions to ask at the CIO open forums. What are the questions the committee will be asking in the forums so we don't duplicate. Continue with survey questions even if at slow pace. Craig gave useful information on how to deliver surveys--who to ask, what questions. Meredith will ask for surveys from webmasters. Barb will resend OCCDL tech survey and help desk survey.</p> <p>Survey questions</p> <ul style="list-style-type: none">• Ask what we need to know.• Use a scale of 0-5 – don't use it to love it. Add comment box.

	<ul style="list-style-type: none"> • Ask - What skills would you like employees to have? • Have a question that lists technologies that we use now. Most useful and least useful. Would you like to tell us anything else? • Which technologies are provided at other colleges? (List) What would be most useful? • Online learning – What way you like to learn things? • Do you have internet access off campus? List – DSL smart phone, dial up • Who’s our audience, how do we connect. Focus groups – to tie things together. • Use IT and ATC student workers for beta testing. Also beta test TRIO/workforce network/ALS/Tutor Central population that may not be as computer savvy. • Multiple avenues to implement survey—portal, bookstore, library, Moskus Courtyard; offer incentives – prizes from Bookstore—conduct survey in Bookstore. • Ask Craig Taylor to review when we complete questions. • Maybe ask online and students at the cafeteria, then focus groups to add validity. <p>CIO forum questions:</p> <ul style="list-style-type: none"> • What technologies do they have at their current place of employment? • What do they see coming in 5 years as important technology. What should we have our finger on the pulse of? • How do they plan to coordinate dreaming big with a limited budget and limited human resources? • How do you balance IT staff and workload limitations and the visionary goals of the populations? • Describe your role in developing a strategic plan? • How would you compensate IT staff when you can’t raise their pay?
Future Agenda Items	Review of policy: Equipment: Personal Use http://www.lanecc.edu/cops/equipuse.htm