

**APPROVED Technology Council Minutes**  
**May 3, 2011**  
**3:15–4:45 p.m., Boardroom**

**Present:** Barbara Barlow (chair), Denise Brinkman, Dale Duvall, Brad Hinson, Helen Garrett (guest), Meredith Keene-Wilson, Alfonso Macias, Audrey Mills (admin)  
**Absent:** Michael Lainoff, James Lindly

<b>Item:</b>	<b>Outcome:</b>
Tech Council Business:	Reviewed minutes from the April 19 meeting and approved.
General Business:	<p><b>Membership:</b> Haven't heard anything else on this. Since there are only two more meetings after this one for this year, we will be ok with the membership we have.</p> <p><b>Status of CIO hire:</b> Tuesday applicant has canceled. Monday, Wednesday and Thursday this week, 19/205, open forum from 2:15pm to 3pm.</p> <p><b>COPPS Policies:</b>  Helen Garrett attended to recommend a change to the COPPS Information Technology: Appropriate Use policy:  <a href="http://www.lanec.edu/cops/compusef.htm">http://www.lanec.edu/cops/compusef.htm</a></p> <p>The proposed change is to include this statement under section 2.3 Proper use of Facilities:</p> <p style="padding-left: 40px;">Employees accessing or amending, in any manner, their own native Banner records or those of any member of their family or household. All transactions related to an employee's own records may only be managed utilizing myLane.</p> <p>Helen took the opportunity to explain that the Student Affairs Council watched a webinar on social media and responding to inappropriate student comments. Since the topic was one that Tech Council has discussed as a concern, she wanted to ensure that Student Affairs Council did not intend to "step on toes" of Tech Council or Academic Technology.</p> <p><b>Distance Learning Update (Brad):</b> Postponed until next meeting.</p> <p><b>Draft Survey Review</b></p> <p>Distribution of survey: myLane link, table in cafeteria, Facebook, Torch, Twitter(?), Library/HelpDesk. Barb/Brad will talk to Russ about implementation through myLane.</p> <p>The best time to survey students may be spring. If we wait until fall, many new students won't understand the services we are asking them to rate, or will not have had the opportunity to use them yet.</p>

Future Agenda Items	During the next two meetings, Tech Council will review and update COPPS policies: <ul style="list-style-type: none"><li>• Appropriate Use – recommended change by Helen Garrett</li><li>• Computer Standards</li><li>• Equipment: Personal Use</li></ul> <a href="http://www.lanecc.edu/cops/equipuse.htm">http://www.lanecc.edu/cops/equipuse.htm</a>
<b>Next Meeting</b>	<i>May 17, 2011 – 3:15pm to 4:45pm – Boardroom</i>