Technology Council Notes
February 14, 2006

Present: Alen Bahret, Pam Dane, Joe Escobar, Helen Garrett, Don Patton, Stephen Pruch, Scott Brooks, Steven Babkirk

Excused: Mark Williams, Jeff Davis

1. Jeff Davis and Mark Williams sent regrets and were excused. Don Patton sent regrets that he would be coming late.
2. Minutes from January 24 meeting were distributed and approved.
3. The Council conducted a consultative visit on the college budget issues. Ideas discussed:
   a. What is the problem with Banner? Faculty are being told that the problem was caused by Banner.
   b. Student email address required, aggressively educate students on how to get a Google, Hot Mail, etc free lifetime email account. Use email for institution/student communications. Helen asked for student response to this idea. Scott thought it was reasonable and workable; Steven thought it sounded workable. Concern in areas of confidentiality and security of email for some information. Pam noted that students do not always check their email accounts. Joe noted that the Tech Council might develop some policies around these issues. The Council generally endorsed the idea of requiring student email addresses AND showing them how to get a free, externally hosted email account (Yahoo, Google, etc).
   c. Would there be a difference between credit and non-credit as far as requiring an email address? Advantages for everyone but might be a deterrent for some.
   d. Runner Technologies software being implemented in Banner will automatically correct addresses and save the college money on returned postage.
   e. Option to receive mail as email: Foundation solicitation, billing statements, child care bills, etc.
   f. Electronic billing for student A/R could save as much as $59,000/year. Students note that they only throw their paper bills away…they have already seen them online.
   g. Making more courses into hybrid (partially seat/partially online) could save some expenses by: using fewer class seats, using less parking/gas/etc. Steven notes that some students either really like taking online courses or really hate taking online courses. The thought of having many courses as hybrids adds a level of complexity that some students may not want. Scott notes that he does not find it complex and would like more online flexibility.
   h. Use the Lane Events viewer!
   i. Use GroupWise to schedule meetings; don't call everyone involved in the meeting; use Busy Search.

j. Reduce the number of meetings; no time to do work. Both faculty and students note that their "managers" are not available, they are in meetings.
k. Educate people about how to be smart using email.
l. Use the appropriate communication medium, sometimes face-to-face, sometimes the phone, sometimes email.
m. Can some travel be avoided by using technology, like IP Video.
n. Institute a late add fee for students who sit in but then register late.
o. Create computer lab hubs…concentrate workstations and staff in one location.
p. Will we get feedback on how our ideas were received?
q. Space utilization to make best use of building cooling during summer term; concentrate classes in the fewest possible number of buildings.
r. Are we going to look at governance?
s. Helen and Alen mentioned that they are working hard on hundreds of Banner efficiencies which they are not mentioning here.

4. Joe demonstrated the Technology Plan Wiki site with our draft plan. Some discussion of the format that we want to use: similar to the Instructional Technology Strategic Plan or similar to the college Strategic Directions. Helen asked about a bullet point on the staffing required to support the technology choices that we make.
   a. Helen suggested another guiding principle: continue to commit time and resources to keeping up with new technologies (eg the Summit annual conference of SCT users).
   b. Alen asked for a bullet about balancing individual technology choices with the benefits of having a common college-wide technology choice.
   c. Alen asked for a bullet on making training a required part of implementing technology. Be deliberate and proactive about training when implementing new technology.
   d. Further work on the draft plan was completed online…..
5. Meeting adjourned at 4:53 PM.