

## Technology Council

January 18, 2005

Present: Pruch, Dane, Williams, Tittelfitz, Patton, Garrett, Lanning, Riddle

Absent: Escobar, Bahret

1. Review and approve minutes of last meeting
  - a. Stephen asked Helen to record the minutes of the meeting, so he could facilitate for Joe, who is away at a conference.
  - b. Stephen asked for addition to today's agenda and there were none.
  - c. We reviewed the minutes for the January 4, 2005 meeting and Mark asked that we strike item #4, which is a joke since it was blank. Joe wanted us to note that there could still be some value in having the Technology Council read through the Instructional Technology Strategic Plan looking for policy issues. Mark moved approval, Pam seconded. Minutes approved.
  
2. Work Plan Discussion
  - a. There is no standard format for a work plan review and creation. Councils are somewhat all over the board on this.
  - b. Stephen reminded us that there are 9 Tech Council meetings left this school year, including a finals week meeting if this works for the Tech Council.
  - c. Possible agendas:
    1. Review existing policies
    2. Create a Technology Strategic Plan
    3. Work on the Instructional Technology Strategic Plan
    4. Educate ourselves about technology at Lane (long list of ideas spelled out on the January 18, 2005 agenda)
  - d. Mark wondered if we should create some subgroups to look at the topics of Strategic Plan, Policies, and Internal Education. This way, we could have fewer people synthesizing a lot of information and presenting it to the Tech Council.
  - e. Pam thought we should start with education, then write a plan and then look at the policies involved. Mark thinks it must all move ahead at the same time.
  - f. Patrick thought that looking at the policies will give us a sense of the landscape. Helen thought that this would assist us in preparing for issues that might be referred by others to the Tech Council, as well.
  - g. The issue was raised that if we have individuals come and present to the Tech Council that future council members, in particular the student members who will rotate on and off more often, that they will not get this education. There was discussion on whether we should ask for white papers to be written instead.
  - h. The development of a strategic plan would require broader understanding that could come after reviewing the policies and becoming educated internally first.

- i. Mark sees the review of policies as part of our internal education and suggested that we would front load policy review ahead of having others assist us with internal education.
- j. Justin thought we should open with a brief discussion of a policy at each of our remaining meetings. Members read the policies outside of the meeting and then we identify what issues are inherent with the policies and then arrange for education we need.
- k. Helen wondered if since there are 10 policies and 10 of us, that if each of us could take one policy to become an expert, with the expectation that everyone reads them all. We would then as experts, look for educational opportunities and issues that might arise and share this with each other.
- l. Pam asked where these policies are coming from. Stephen suggested that sometimes they were created because of an issue that arose where someone said, where is that written and then a policy was written. We were referring to the list of 10 that Joe sent out to the Tech Council before the January 4<sup>th</sup> meeting.
- m. Then there is the whole issue of governance vs. operational policies. Ideally, the operational policies have their genesis from a governance policy, but ours is not a perfect world, in terms of this!
- n. Stephen pointed out that the current policies we would be reviewing don't have references to instructional issues regarding technology.

### 3. Meeting formats and process for bringing issues forward

- a. Stephen asked the Tech Council to come up with our agendas for the rest of the year today:
  - February 1<sup>st</sup> - Complete policy review, education plan, weight each policy, identify holes; hot topics; plan the remaining agendas
  - February 15<sup>th</sup> and forward –expert presentation on some area (with some kind of record-keeping for the future), followed by practical policy work
- b. Therefore, we decided today that the goal for June is to have reviewed existing policies, determined issues related to policies, acquired some knowledge base and assessment/plan towards writing a stratetgic plan in the second year of the Technology Council.
- c. Don wondered if we could glean information from the Unit Plans on what their technology plans are. Patrick said we could examine this.
- d. We'll have to plan the rest of the year at our February 15<sup>th</sup> meeting.
- e. The June 7<sup>th</sup> meeting will be reserved for assessment and planning for year two of the Tech Council
- f. We started a policy /issue parking lot of thoughts:
  - 1. Computer literacy
  - 2. Library technology
  - 3. Workforce Network Department (Don)
  - 4. Student e-mail policy (Joe)

- g. Mark handed out a document to give some structure to the policy discussions that we have within the Technology Council. He likes the idea of a numbering scheme, so we can keep Track of policies reviewed. We would then look at the policy in COPPS and its statement, scope, definition and purpose, with amendments connected. We would then perform needs analysis, Impact (cost/benefit, Operations) Analysis and Additional Discussion/Comments. Pam asked for clarification on his form and it was suggested that we could use this as we go through our policy reviews.
  - h. We decided to have everyone read the policies and we assigned a policy to each member to read deeper and look for additional issues. Mark will take his policy and model his proposed structure in item g. above for us. The assignments are:
    - Audiovisual Equipment Checkout – Mark
    - Audiovisual Equipment Reservation – Mark
    - IT: Administrative Computer System Baseline Modification - Mark
    - IT: Banner Access Requests – Pam
    - IT: Computer Support Standards –Pam
    - IT: E-mail Distribution Guidelines – Helen
    - IT: Remote Access – Justin
    - IT: Use of Services –Alen
    - IT: Virtual Private Network – Justin
    - IT: Wireless Communication – Sandlin
4. E-mail Policy (Joe wanted to talk about this, but we decided to table this)
5. Administrative systems modification policy –Mark will look into this and bring it Up later.