Lane Community College

Technology Council

Meeting Notes from February 1, 2005

ATTENDANCE:

☑ ALEN BAHRET   ☑ SANDIN RIDDLE
☑ PAM DANE   ☑ JUSTIN TITTELFITZ
☑ JOE ESCOBAR   ☑ MARK WILLIAMS
☑ HELEN GARRETT   ☐
☐ PATRICK LANNING   ☐
☐ DON PATTON   ☑ KEN ZIMMERMAN
☑ STEPHEN PRUCH   ☐ _____

OUTCOMES:

No speaker names recorded in minutes

The Council appointed Mark Williams to the work group

The chair will invite Thad to the February 15 meeting

The co-chairs will check to confirm that College Council is creating a policy template.

DISCUSSION:

1. Lanning and Patton sent regrets prior to the meeting.
2. Minutes of January 18 meeting approved with the names and joke removed. The Council reminded itself that we would not include names with the notes (for example, "Joe said….")
3. Ken Zimmerman joined the Council for a discussion of the Instructional Technology Strategic Plan. Two objectives for the visit: discussion of the plan; a process for moving the plan forward. Process: form a work group of members from Faculty Council, Learning Council and Technology Council to work on the ITSP. Discussion of the effects of the Instructional Technology Strategic Plan. Discussion of some details of the plan with specific feedback to Ken.
4. Agenda check: discussion of inviting experts to attend meetings to assist with Council learning. Schedule guests for first part of meeting for about 30 minutes. Possibilities for Feb 15 Thad (SAN), March 1 Todd and Barbara (labs/classrooms).
5. Policy review of Administrative Computer System Baseline Modification using a format proposed by Mark Williams. Using this example we expect to learn something about analyzing policies. The purpose of the form is to 'deconstruct' existing policy to ensure that we are not missing some critical component. Discussion of key elements that every policy must include.
6. Quick review of the list of IT policies and procedures with the objective of weeding out any procedures that the Council does not need to consider. Council decisions were:
   a. A/V Checkout: Procedure no need to revisit
   b. A/V Equipment Reservation: Procedure no need to revisit
   c. Baseline Modification: Policy
   d. Banner Access: Procedure no need to revisit
   e. Computer Support Standards: Procedure no need to revisit (discuss the committee with Todd when he visits)
   f. Email distribution: procedure/policy issues?
   g. Remote access: administrative policy
   h. Use of services: mixed policy and procedure
   i. VPN: administrative policy
   j. Wireless: administrative policy
   k. Appropriate Use: policy
7. For next meeting we will have the presentation from Thad and then follow it up with a discussion of Appropriate Use (Alen), Wireless (Sandin) and Remote Access (Justin)