DRAFT Minutes Technology Coordinating Committee 02.21.2018 2:30 p.m.

B2-26

2017-18 Committee Members Present (P):

Federation Delegates & Alternates	
Heidi Braunschweig	
Steven Davis	
Jon Drucker	P
Sarah lepson	
Dawn Janich	P
Amy Lewis	
Fran Lukacik	P
Will Miller	P
Craig Nelson	P
Sean Sauer	P
Dominic Isabella (A)	
Latoya Langston (A)	
Administrative Appointees & Alternates:	
Nicole Armezzani	P
Jody Bauer	P
Gary Bixby	P
William Bromley	P
S.K. Calkins	
Pam Carter	P
Susan Hauck	P
Jason Stein	P
James Zelenak	P
Rikki Bardzik (A)	
Rikki Bardzik (A) Allan Kobernick (A)	P
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Allan Kobernick (A)	P

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- I. Call to Order
- II. Attendance

See page 1 of this document.

- III. Approval of minutes
 - a. Minutes from 01.17.2018
 - b. Approved Motion carried
- IV. Old Business
 - a. Review of Policy Draft (Jon Drucker)
 - i. Determined to be an academic discussion not a College Policy. Dr. Carter will take this forward to the academic counsel for review and suggest an implementation strategy.
 - ii. Jon stated that they are currently providing this in the Learning Commons but not on an official nature.
 - iii. New STEM FYE does 90% of what is detailed in the document.
 - b. Review of Subcommittee Policy Review

- The small subcommittee met and acknowledged that #305 should be eliminated. All the IT Policies should be combined.
- c. Recommendations from Dr. Gay on policy changes
 - Dr. Gay suggested that we re-work and combine those policies that fit together and develop the additions needed to support todays technology environment,
- d. Software Procurement Policy
 - i. Sue Hauck details the new Software Policy draft being developed to support the purchasing of software. The following were suggestions that came out of the discussion.
 - 1. Make sure to define Software and Software as a Service
 - 2. ADA inclusion is important
 - 3. Faculty need training on data security
 - 4. Make sure that in the procedure the Steps for procurement are detailed and the lead time for each step is clearly detailed.
 - 5. Ensure that the signature needs are detailed in the procedure.
 - 6. Textbook publishing is an area that is reviewed by FLOAT
 - General discussion around software and security.

e. Other issues

- i. The PMO group was mentioned. A form is being developed to capture project details with a workflow.
- ii. Zoom
 - 1. Zoom is still in a state of hold due to the legal issues around recording.
 - 2. Lively discussion around pros and cons of turning recording on and off. No resolution
- V. Meeting Adjourned at 3:55 PM