



## Technology Council Meeting Agenda And Minutes

### 1 Meeting Logistics

Item	Description
Date	10/22/2013
Time	11:00 p.m. – 12:00 p.m.
Location	Fireside Conference Room

### 2 Attendees

Role	Name
Facilitator	Carlo Dacumos
Minute Taker	Carlo Dacumos
Other Participants	Alisha Schroeder, Belinda Potter, Randy Bachmeier, Krista Milligan, Norton Pease, Tom Welch, Brian Simonson & James Limbaugh
Not in Attendance	

### 3 Pre-Work

- Review MSUN Administrative Policy & Procedures Manual 305.2, Technology Council.
  - <http://www.msun.edu/admin/policies/300/305-2.aspx>
- Review MT BoR policy 940.23, Computer Fee; Montana University System
  - <http://mus.edu/borpol/bor900/940-23.pdf>

### 4 Purpose

- To provide recommendations and guidance to the Chief information Officer (CIO) on matters that relate to administrative and instructional technologies.
- To assist the CIO in developing plans that provide for modern and continuously upgraded information technologies.
- To encourage and guide the campus in creating a technology enhanced environment that effectively serves students, faculty, staff and administration.

### 5 Desired Outcome(s)

- Collaborate with the CIO to address short- and long-term technology requirements of the University.
- Oversee allocation and distribution of funds made available to the Council.
- Prioritizes all technology requests based on instructional and curriculum needs, and then matches those, when possible, to budgetary resources.
- Evaluate pedagogical issues associated with technology across the curriculum and investigate academic-specific technologies (hardware and software).
- To cultivate professional and productive working relationships between MSUN functional areas.



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### 6 Agenda & Minutes

Topic	Time (minutes)	Owner	Minutes
Technology Council Policy Update	10	All	<ul style="list-style-type: none"> <li>• 305.2 requires updating</li> </ul>
Council Membership	5	CIO	<ul style="list-style-type: none"> <li>• Determine if Ad Hoc IT Advisory Group membership will form the new structure of the Technology Council</li> <li>• Determine if IT Advisory Group membership meets the requirements of 305.2                             <ul style="list-style-type: none"> <li>○ Marianne Hoppe will join the Council</li> <li>○ Will Lorette will join the Council</li> <li>○ Student (TBD)</li> </ul> </li> </ul>
Election of Chair, Vice Chair & Secretary	10	All	<ul style="list-style-type: none"> <li>• Elect Chair &amp; Vice Chair per 305.2</li> <li>• Volunteer for Secretary                             <ul style="list-style-type: none"> <li>○ Alisha Schroeder will serve as Chair</li> <li>○ Tom Welch will serve as Vice Chair</li> <li>○ Carlo Dacumos will scribe meeting minutes</li> </ul> </li> </ul>
Computer Fee Advisory Committee	10	All	<ul style="list-style-type: none"> <li>• Recommend membership structure of the Computer Fee Advisory Committee</li> <li>• BoR policy 940.23 requires the committee to be made up of a minimum 50% students</li> <li>• Membership structure will include                             <ul style="list-style-type: none"> <li>○ Carlo Dacumos</li> <li>○ Brian Simonson</li> <li>○ Randy Bachmeier</li> <li>○ Tom Welch</li> <li>○ Students (TBD)</li> </ul> </li> </ul>
Technology Equipment Upgrades	20	All	<ul style="list-style-type: none"> <li>• Develop roadmap for technology equipment upgrades</li> </ul>
Meeting Dates & Times	5	All	<ul style="list-style-type: none"> <li>• Determine meeting frequency, best day/time, etc.                             <ul style="list-style-type: none"> <li>○ The Council approved monthly meetings be scheduled on Thursday afternoons</li> </ul> </li> </ul>
Team Member Items	30 min	All	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
Summarize—review decisions, action items,	5 min	All	<ul style="list-style-type: none"> <li>• TBD</li> </ul>



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next steps			
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### 7 Decisions

- N/A

### 8 Action Items

(Describe Action Items or refer to separate action item spreadsheet)

Action Item	Owner	Due Date	Status
Document Review	All	Next Meeting	<ul style="list-style-type: none"> <li>• Review updates to Technology Council Policy for discussion &amp; approval</li> </ul>
TBD	TBD	TBD	<ul style="list-style-type: none"> <li>• TBD</li> </ul>

"A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader, but becomes one by the equality of his actions and the integrity of his intent."

- **Gen. Douglas McArthur**