



## Technology Council Meeting Agenda And Minutes

### 1 Meeting Logistics

Item	Description
Date	1/23/2014
Time	2:00 pm -3:00 pm.
Location	Library Conference Room

### 2 Attendees

Role	Name
Facilitator	Chair: Alisha Schroeder & Vice Chair: Tom Welch
Minute Taker	Carlo Dacumos
Other Participants	Carlo Dacumos, Marianne Hoppe, Will Loret, Belinda Potter, Alisha Schroeder, Brian Simonson & Tom Welch (Guest: Kevin Mielke)
Not in Attendance	Randy Bachmeier, James Limbaugh, Norton Pease & Sarah Peterson

### 3 Pre-Work

- Review MSUN Administrative Policy & Procedures Manual 305.2, Technology Council.
  - <http://www.msun.edu/admin/policies/300/305-2.aspx>

### 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
Approval of Last Meeting's Minutes	5	All	<ul style="list-style-type: none"> <li>• Technology Council Mtg. Minutes 102213                             <ul style="list-style-type: none"> <li>○ Approved</li> </ul> </li> </ul>
Technology Council Policy Update	10	All	<ul style="list-style-type: none"> <li>• MSUN Policy 305.2 requires updating</li> <li>• Review &amp; discussion of recommended changes                             <ul style="list-style-type: none"> <li>○ Changes approved</li> <li>○ Will be sent to Chancellor's Council for review &amp; approval</li> </ul> </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                             <ul style="list-style-type: none"> <li>○ Determine if IT Advisory Group membership meets the requirements of 305.2</li> </ul> </li> <li>• It was agreed upon that the current membership meets the minimum requirements of MSUN Policy 305.2</li> </ul>
Technology Equipment Upgrades (Six New Smart Classrooms)	20	All	<ul style="list-style-type: none"> <li>• MBoR has approved Agenda Item 161-2817-R1113, 11/21-22/13</li> <li>• Discussions concerning smart room locations must begin                             <ul style="list-style-type: none"> <li>○ Insufficient participation to begin new smart room discussions</li> <li>○ Alisha will contact Deans and coordinate with Academic Senate for recommendations</li> </ul> </li> </ul>
NNN	5	All	<ul style="list-style-type: none"> <li>• The council agreed that the NNN will be used to publicize pertinent Technology Council information</li> </ul>
Technology Council Web Page	10	Marianne Hoppe	<ul style="list-style-type: none"> <li>• A Technology Council web page will be created to make Council information available to the campus community</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> <li>• Committee quorum is defined as &gt;50% of membership</li> </ul>



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Team Member Items	30 min	All	<ul style="list-style-type: none"> <li>Library has requested a Knowledge Imaging Center</li> </ul>
Summarize—review decisions, action items, next steps	5 min	All	<ul style="list-style-type: none"> <li>TBD</li> </ul>

### 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>

**"The true test of character is not how much we know how to do, but how we behave when we don't know what to do."**

- John Holt