Technology Team Minutes
12.12.22
River Room

Chair: Jonathan Van Meter

Roll Call:

X	Jonathan Van Meter	X	Daniel Kineman	X	Tim Frizzell
	Chris Clark	X	Rob Lucas	X	Tim Cornwell
X	Don Koch		Christina Faulkner		
X	Dwayne Fehrenbacher	X	David Black		
		X	Roberta Christie		

Agenda Items:

I. Call to Order 2:33 PM

II. Approve Minutes of 11-18-2022
Dwayne Fehrenbacher made a motion to approve the minutes as written. Daniel Kineman seconded the motion. All in favor. Motion passed.

III. Items for Discussion

- **Ellucian Experience Test Environment Demo**
  - New portal to discuss mySCC, will continue to be referred to in Ellucian.
  - Test environment up and working.
  - Demonstrated made (Jonathan).
  - Simple interface ability to navigate.
  - Wish list items noted:

        - Calendar showing graduations, mid-term (important dates for faculty and students).
        - Academic calendars, it was demonstrated how to subscribe to from our website.
        - Looking for a scholarship area, a one stop shop. Would be created in a financial aid area.
        - Ability to show classes, which will show on Experience.
        - Suggestion made, the ability to have a "to do list", students/faculty able to make notes (Not Moodle).

- **New Library Mobile Lab**
    - Fifty (50) new laptops, at this time, thirty (30) have been completely setup.
    - Check out in library for usage (check out system is being established).
        - Idea, is laptop will be for same day usage, will not be able to take home.
    - Laptops will have office programs and Zoom access.
    - Jetpacks are still available.
    - Idea is snow days, work from home, Zoom from home (it was apparent during COVID-19, employees can still do their jobs from home.
        - Understand that this is not "set-in-stone", as it was noted sometimes power is lost during weather events.

- **Computer Usage Policy**
    - **Discuss Locking Personal Devices Containing Shawnee College Passwords**
        - Personal devices, anything with Shawnee information on it should be locked.
        - Currently this is noted in the Fulltime Employee Manual.
        - Should be referenced in the student handbook (moving the current policy found in the Employee Manual to the Student handbook).
            - Create a separate staff policy.

Adjournment

A motion was made to adjourn and it was seconded by Daniel Kineman. Unanimous pass, motion carried at 3:02 pm.