

## **Educational Planning Committee (EPC)**

**March 24, 2025**

**2:00-4:00 p.m.**

**AC 217 & Zoom**

**Present:** Holley Shafer, Brier Welch, Mary Kesler, Kathleen Antokhin, Meg Pasquel, Hector Saez, Emily Fox, Alina Varona

**Absent:** Logan Wood, Eresa Puch, Julian Solis

**Review Agenda** – Agenda approved

**Minutes from last meeting 3/10/25:** approved

**Discussion with Heather Rahman and Patrick Ekoue-Totou:**

**Strategic Priority:** Make COM the Best Place to Study and Learn

**Five-Year Goal:** Expand student access to and utilization of support services through enhanced referral and data-informed faculty/staff training.

**Strategic Priority:** Make COM a Great Place to Work and Grow

**Five-Year Goal:** Expand systemic support for employee effectiveness via operational efficiencies designed to minimize transactional and maximize relational work.

### **Planning for AI Integration in College of Marin**

- Patrick acknowledges that the future impact and scope of AI technology are uncertain.
- The discussion focuses on the need to plan for AI integration in the college's operations, instruction, and policies over the next 5 years.
- AI Workgroup is in place at COM
- Suggestion to create a campus-wide syllabus or code of conduct that includes AI policies, academic integrity guidelines, and other important institutional information for students.
- Discussion of the need to keep faculty and staff trained in AI developments and what tools will be supported by the college.
- Need guidelines on AI use and the classification of data for confidentiality.
- Concerns about data privacy and the potential for AI to access confidential information.

### **AI Implementation and User Adoption**

- Patrick suggested that by next year, the college should have complete guidelines and trainings for staff and students to use AI in their daily tasks.
- He also proposed the idea of building our own generative AI in-house.
- Concerns about centralizing the work and the potential for users to adopt AI tools independently.
- Patrick agreed that they couldn't put the genie back in the bottle and suggested presenting users with a strong alternative.

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- Discussed the potential for internally generated AI (Mari) to assist with tasks and the need for data classification to ensure privacy.
- Need for a broader understanding of AI's applications in instruction and its potential impact on students, particularly those from diverse backgrounds.

### **5-Year Technology Plan Discussion**

- 5-year technology plan is being developed by the Technology Planning Committee for the district, with a draft expected by the end of April.
- The plan will align with the district's Plan 2030 and state-level initiatives including Vision 2030.
- The plan will include both ongoing initiatives and new ones, with a focus on instructional technology and operational efficiency.
- Decision on whether to keep the current ERP system or change it is pending
- The timeline for the plan's completion is contingent on the state's alignment requirements.

### **Data Governance for AI Usage**

- Discussed the need for data governance to enhance AI usage. Highlighted the importance of knowing the data's location, who has access to it, and its classification.
- Need to clean up the data before deploying AI, as it would help the AI system understand which data to use and which to avoid.
- Patrick also shared a document outlining the operational plan, which included areas of deficiency and plans for improvement.

### **Discussion with Cara Kreit and Alyssa Graff:**

**Strategic Priority:** Make COM the Best Place to Study and Learn

**Five-Year Goal:** Build a faculty learning community that supports all faculty in expanding innovative teaching practices designed to promote student success.

- Cara requested adding “equity-minded” or “equity-driven” into the language of the goal
- She emphasized the importance of faculty professional learning to ensure equity and student success.
- Discussion of the need for more engagement, especially among part-time faculty, and the potential for leveraging the professional learning center to achieve this.

**Strategic Priority:** Make COM a Great Place to Work and Grow

**Five-Year Goal:** Provide employee-informed professional growth opportunities for employees to excel in their work and prepare for advancement opportunities. Nurture well-being via employee-informed programs, activities, and benefits.

- Discussed the need for more cross-disciplinary engagement.
- More communication between managers and the professional learning program coordinator. Suggested information sheet with resources for managers and how to support their staff with professional development.
- The new Professional Learning website will be updated with more information and resources
- Using the Professional Learning Center to share what’s available for conferences, trainings

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- Professional Learning exchange: or poster session
  - Mentorship and shadowing opportunities
  - Faculty inquiry groups: discussing thorny issues, doing a small research project on the subject, come back as a group to help solve.
  - Inquiry model could apply to Classified as well
- Increase cross-departmental awareness: creating and sharing descriptions of what each department does (top 3 items that employees want others to know that they do in their departments); share at COMMunity hour, convocation, flex week
- Discussion of lack of faculty connection between PLC and The Guidance, Resources, Integration, and Transformation (GRIT) Committee. Incorporating Professional Learning into program review template.

Meeting Adjourned

Next meeting: Monday, April 7th