COLLEGE OF
MARIN

Technology Committee
Sub-Committee of Planning and Resource Allocation Committee
Spring 2024 Semester

Meeting Minutes

Monday, February 12, 2024, via Zoom at 12:40 p.m.

Committee: Heather Rahman, Tessa Loegering, Hector Saez, Grace Yuan, , Jamie Terhune, Stacey Lince, Emy Bagtas-Carmona, Lance Barthelemy, Irina Roderick, Matthew Howard, Oliver Howard, Julie Mark
Absent: Eresa Puch, Aliyah Bassa
Visiting: Julie Mark

Standing Items

1. Call to Order by 12:42 pm
2. Approval and adoption of the agenda
   - Grace motioned to approve
   - Jaime seconded the motion
   - All approved
3. Approve and adoption of the minutes
   - Grace motioned to approve
   - Hector seconded the motion
   - All approved
4. Chair Announcements
   - Introductions – Heather – Oliver, 2nd year student, computer science major
   - 4 Faculty seats open – TPC website states 7 instructors – FT or PT
     - Heather connecting with Academic Senate to recruit
   - Meetings set for 2nd Monday of each month – moved to the 2nd Monday to accommodate Holidays and Spring Break, majority agreed.
   - Attendance expectations – Only 1 absence, maybe 2?

Discussion Items

- Number of meetings for Spring 2024 – 4 scheduled, need to add a 5th meeting, can be another day of the week, in April or May – revisit in March meeting
- Technology Survey Completion – Holly's feedback is not to send out on Flex Week - same questions, duplicate responses. TPC create a new survey, can't do QR code, can't track responses – Heather drafting for PRAC
  - Matthew- what makes a successful survey? Ask Jon Horinek communication methods ES uses. Previous survey staff and faculty, possibility to send to students also. IT has surveys too, make sure we aren't duplicating. Could use the IT data.
  - Applications Training Proposal – Adobe Sign, One Drive and PDF updating- AAs and Program

coordinators – where to get video training? Instead of googling utilize Patrick's Brown Bag meetings during Flex Week, open a ticket to COM Service Desk for support.

- Updates on Genius Bar – for student, staff and faculty.
- Word around campus
  - Oliver - nothing from students
  - Julie – WIFI in Nursing bldg is working better,
  - Grace – equipment disparities – Projectors better in AC than PV,
  - Matthew – IT plan in place to decide which projectors to replace – Lauren Servais, can coordinate for KTD, IVC should be good.
  - Start of Semester tech issues? Enrollment Services, no issues due to less foot traffic at Welcome Center. ES has adjusted to using online forms and resources, also streamlined processes.
  - Jaime - ESL students need more in person assistance. Online ESL support does not benefit under served students.
- TPC 2025 – 2029 plan; begin Fall 2024 with Spring 2025 approval
  - Heather reporting survey results to PRAC
- Open discussion
  - Hector – training ESL students takes a lot of time,
  - Matthew suggested an ESL Beginning Computer course
  - Jamie – ESL Beginning Computer course for credit. Previous COM course, keyboard and basics. Instructor retired and class is no longer offered.
  - Need to ask the ESL Dean, and create a curriculum plan to be approved by curriculum committee. Hire bilingual/Spanish speaking computer instructors.