



## Technology Planning Committee

Sub-Committee of Planning and Resource Allocation Committee

Spring 2024 Semester

### Meeting Minutes

**Monday, April 8, 2024, via Zoom at 12:40 p.m.**

**Attended:** Grace Yuan, Stacey Lince, Emy Bagtas-Carmona, Matthew Howard, Julie Mark, Hector Saez, Oliver Howard, Heather Rahman, Tessa Loegering

**Absent:** Eresa Puch, Jamie Terhune, Irina Roderick, Lance Barthelemy

#### Standing Items

1. Call to Order at 12:43 p.m.
2. Approval and adoption of the agenda
  - a. Motion to approve – Matthew
  - b. Seconded the agenda – Emy
  - c. The committee approved
3. Approval of the minutes for February (postponed until this meeting due to unforeseen circumstances)
  - a. Motion to approve – Matthew
  - b. Seconded the agenda - Hector
  - c. The committee approved
4. Approval of the minutes for March
  - a. Motion to approve – Matthew
  - b. Second the agenda - Stacey
  - c. The committee approved
5. Chair announcements
  - a. Planning and ordering equipment is underway and is a fluid situation. However, regarding building 5 Fab Lab/Makerspace, Career Education is working with IT to purchase computers for the IVC (Indian Valley Campus) POMO 5-100. We are purchasing a laptop tower with 5 laptops and 10 stationary computers, to equip that room which will become a multi-disciplinary Fabrication Lab supporting student skills training in Machine Metals, Welding, and other programs. *Announcements to College of Marin should be forthcoming.*
  - b. MOAT – Mastering Operational AI (Artificial Intelligence) Transformation
    - i. Matthew stated that the main take-away is that AI is too permissive to halt. COM is trying to reign in AI usage and set a policy around identification use of AI.
    - ii. Corporations may be regulated to label any AI generated content. COM should identify as well.

#### Discussion Items

1. Review: reporting to PRAC; Committee Asks of PRAC? Heather reviewed the presentation with the

committee to ensure the voice of TPC is represented. The slides are available to the group and weekly reminders will go out for feedback on content.

2. College document storage moving to OneDrive – TPC on standby
3. Standardize “Genius Bar” offerings – Tessa and Heather to work with the library to set a schedule and process.
4. Faculty Technology Survey Results – What stands out in the data? We have a summary available. We will share all results with PRAC with a preface that the date is now slightly outdated. This will be also revealed in the PRAC presentation. Upgrades have since been implemented.
5. Sound Board – tech concerns heard around campus
  - a. The library is implementing a counting system to track the traffic flow of the library.
  - b. We have heard that the library needs laptops.
  - c. Recommendations have been submitted to the President for new technologies and new processes for scheduling. TPC should be aware.

As an aside, we need a timeline for our 2025 – 29 TPC plan. Historically, we had workgroups, sub-committees, survey, a couple of rounds of drafting and reducing the information for the final draft. Previously it took the group 1.5 years to align with the Master Plan and to land on a final and approved draft. We might not be able to afford that much time to dedicate toward a new plan going forward.

The meeting adjourned at 1:38 p.m.