COLLEGE OF MARIN

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

Monday, May 13, 2024, via Zoom at 12:40 p.m.

Attended: Eresa Puch, Grace Yuan, Heather Rahman, Jamie Terhune, Stacey Lince, Hector Saez, Tessa Loegering, Lance Barthelemy, Emy Bagtas-Carmona, Hector Diaz, Irina Roderick

Absent: Matthew Howard, Oliver Howard

Standing Items

1. Call to Order at 12:43 pm
2. Approval and adoption of the agenda
   Stacey motioned to approve
   Hector seconded the motion
   All approved
3. Approve minutes
   Jamie motioned to approve
   Emy seconded the motion
   All approved
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Chair Announcements

- PRAC (Planning and Resource Allocation Committee) debrief – PRAC presentation was received well by parent committee.

- Governance Digest – The TPC Participatory Governance annual digest submission followed the PRAC presentation content.

- AI policy and what it could mean for our committee – The Academic Senate is formulating the AI policy regarding and surrounding the use of it of student assignments to ensure quality and caliber of work. It is uncertain if TPC will need to draft a policy for staff/faculty use of AI. We are invited to attend group (Zoom) meetings that I.T. hosts monthly. Let Tessa or Heather know if you are interested in attending.

Discussion Items

1. Sound Board – tech concerns heard around campus
Currently on SRJC (Santa Rosa Junior College) has incorporated a Google Translate plug-in application for their admissions webpage. Can COM also consider adding a MOS equivalent system or Google Translate? Jamie is interested in contacting Sally Wong and Patrick Ek-Toutu to learn more. Furthermore, Jamie asked if COM could provide translation devices at the Welcome Center to help those with English translation from any other language?

2. Committee for Academic Year 2024-2025 – Most members intend on remaining on the committee for the 2024-25 academic year. Co-chairs will work on filling vacant seats.

3. Proposal for TPC Fall meetings: Meet every 3 weeks to gain 5 minimum meetings, dates: August 26, Sept 16, October 7, October 28, November 18. We will speak more about dates/timing of future meetings when we reconvene on August 26. Not all members are in favor of meeting during the COMmunity Hour.

4. Propose subcommittee divisions for development of the COM Technology Plan
We will determine this once we know who will continue to serve on the committee in the Fall and when we learn of a timeline for the new educational plan for COM. It is important that we draft the new COM Technology Plan in alignment with the new COM master plan. More to learn about this in the Fall. We estimate a completion due date in December 2025.

5. Teaching and Learning Center Mural
All members are welcome to submit ideas for the new professional learning center which has yet to be named.

The meeting was adjourned at 1:31 p.m.