



Technology Planning Committee

Sub-Committee of Planning and Resource Allocation Committee

Fall 2024 Semester

Meeting Minutes

Monday August 26, 2024, via Zoom at 12:40 p.m.

Attended: Irina Roderick, Heather Rahman, Tessa Loegering, Grace Yuan, Stacey Lince, Matthew Howard, Julie Mark, Lance Barthelemy, Hector Saez

Absent: Eresa Pugh, Emy Bagtas-Carmona

Standing Items

1. Call to Order by 12:43 pm
 - The committee, led by Hector Saez and Grace Yuan, moved and approved that Heather Rahman and Tessa Loegering remain co-chairs for the 2024-2025 College of Marin Technology Planning Committee
2. Approval and adoption of the Agenda
 - Julie moved to approve the agenda
 - Jamie seconded
 - The committee approved
3. Approve minutes from May 2024
 - Stacy moved to approved the agenda
 - Hector seconded
 - The committee approved
4. Administrative tasks
 - a. Introductions
 1. Identify committee seats available
 - Chair(s) – Heather and Tessa
 - 2 Admin – Emy and Eresa (Check for administration members.)
 - 7 Faculty – Hector, Jamie, Irina, Lance, Julie (2 more needed.)
 - 3 Classified – Grace, Heather and Tessa
 - 2 Students – open
 - 2 Staff/Admin resources: Matthew and Stacey
 - c. Confirm committee meeting dates/times (4 additional meetings)
 - Upon discussion the committee decided to keep the meetings scheduled on Monday, every 3 weeks, 12:40 – 1:30 p
5. Introduction to TPC Teams Group
 - The committee can find files, notes, meeting dates and zoom links in the new TPC Teams channel.

Discussion Items

2. Sound Board: Summer updates/concerns

- I. The registration process must be simplified for students who are not tech savvy, especially for ESL students. It was proposed that we bring this issue to the attention of Jon Horinek and Gina Longo. Jamie, Hector, Tessa and Grace spoke to the inequity factors for students including support not available “off hours” and no support to learn how to use technology including email.

The committee discussed regulations by State to use CCCApply for students particularly ESL. It’s our understanding that the Chancellor’s Office *does not require* CCCApply for all colleges. Perhaps, this is not required for all ESL programs. The committee is interested in re-reviewing the Tech-quity report and exploring to find institutional space/opportunity to bring about real change for students who need more support.

- II. Faculty and Staff often purchase or adopt free software and software applications, i.e. Newsela, an academic tool used for ESL. COM I.T. should first provide VPAT, Voluntary Product Accessibility Template, to vet the software and applications for accessibility usage. However, COM I.T. doesn’t always know of the new software adoption. The committee can support by understanding the roll out and process. TPC could outline the steps faculty/staff would need to follow. Matthew Howard stated that COM has a vetting process in place, but instructors and staff are not necessarily following nor aware of the process. Accessibility for all students is the emphasis. Where can our committee lean in to create cohesiveness within COM to address this issue?

3. Committee to set 3 Goals for TPC AY2024-25

The co-chairs ask the committee to create 3 – 4 goals. Three viable goals can include:

- COM Technology Plan development * (required)
- Gain students’ perspective on technology experience at COM and report out
- Support the development any COM AI new policies for faculty/staff
- Recommend and encourage tangible changes creating equitable student support revolving around registration and accessibility. Focus may include:
 - To influence change for ESL registration and programs with similar challenges for student community
 - Bring about awareness and increase the implementation of accessibility policy that includes vetting prior to adoption (or creation) of any software/applications to prove accessibility and then follows I.T. integration requirements

Actions:

- Co-chairs to propose committee goals at next meeting
- Co-chairs to share the Tech-quity file with the group for review
- * Committee (Co-chairs particularly) to find out who we can contact to learn about COM new Ed Plan development and its alignment with CO Vision 2030? The COM Tech Plan must align accordingly.
- Co-chairs to invite speakers to our meetings to help achieve goals
- Co-chairs to assess and request for new members for 2024-25