Technology Committee

Sub-Committee of Planning and Resource Allocation Committee
Fall 2024 Semester

Meeting Minutes
Monday, September 16, 2024, via Zoom at 12:40 p.m.
https://marin-edu.zoom.us/j/89618313834

Committee: Hector Saez, Jamine Terhune, Emy Bagtas-Carmona, Matthew Howard, Stacey Lince, Grace Yuan, Tessa Loegering, Irina Roderick, Lance Barthelemy, Patrick Ekoue Totou, Mina Namvar, Stormy Miller Sabia, Celicia Chan

Standing Items
1. Call to Order by 12:43 pm
2. Approval and adoption of the meeting agenda
   - Grace moved to approve the agenda
   - Cecilia seconded
   - The committee approved
3. Approval of previous meeting minutes
   - Jamine moved to approve the minutes
   - Stacey seconded
   - The committee approved
4. Co-chair announcements
   - Cecilia Chan: new student member, ASCOM Senator of Technology

Discussion Items
1. 12:45 - Guest speakers from ESL division: Jamine Terhune and Kate Hayne

ESL Student Technology Challenges
- Complex online registration process creates major barriers for ESL students
- ESL students require in person assistance
  i. Some are nonliterate in native language and English
  ii. They lack basic computer literacy skills
     1. No email
  iii. Current ESL office hours cause hardships:
     1. students must take time off work
     2. rely on Public Transportation
     3. need childcare
- CCC Apply is particularly problematic:
  i. 12-page application takes ~30 minutes with assistance

      ii.   Requires email verification and computer literacy skills that many students lack

     iii.   Currently only available in English and Spanish
- Lack of adequate translation services for non-English/non-Spanish speakers

2. Discussion on change the committee can encourage in support of ESL
   - Simplified paper forms for non-credit courses (used by other colleges)
   - Better presence of ESL support, on the COM main home page
   - Contact List of student-facing staff/employees who have ESL translation skills
   - Translation services/tools/training for student-facing staff
     - i. Google Translate Website Plug-in – Santa Rosa JC uses
   - Extended hours for in-person registration assistance
     - i. Evenings and Weekends
   - Offsite support partnership with 10,000 Degrees and Canal Alliance
   - Grant application to pay for additional ESL staff at COM

3. Discussion and adoption of committee academic year goals.
   - Require 2025-2030 COM Educational Master plan to align TPC goals and timelines (Spring 2026)
     - i. Heather will connect with the administrators of the Educational Planning Committee - Alina Verona and Holly Shafer

   Possible goals include:
   - COM Technology Plan development *required*
   - Gain students' perspective on technology experience at COM and report out
     - i. Heather proposed inviting a student panel and Sally Wong from the Welcome Center, to provide their experiences and perspective
   - Support the development any COM AI new policies for faculty/staff
     - i. Continuing discussion
   - Recommend and encourage tangible changes creating equitable student support revolving around registration and accessibility. Focus may include:
     - o To influence change for ESL registration and programs with similar challenges for student community
     - o 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
     - o Continued discussion about the possibility of a new student survey

4. Sound Board – tech concerns around campus, if time permits
   - Deferred