Technology Committee

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

Meeting Minutes
Monday, October 14, 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, Julie Mark, Patrick Ekoue Totou, Mina Namvar, Stormy Miller Sabia, Cecilia Chan, Mario Jimenez, Heather Rahman

Standing Items

1. Call to Order by 12:43 pm
2. Approval and adoption of the meeting agenda
   - Julie moved to approve the agenda
   - Hector seconded
   - The committee approved
3. Approval of previous meeting minutes
   - Stacey moved to approve the minutes
   - Grace seconded
   - The committee approved
4. Co-chair announcements
   a. New member, introductions
      - Mario Jimenez: new student member, Computer Science major and International student
   b. New meeting dates for remainder of the year
      - Rescheduled October 28 to November 4. Still 5 meetings for the Fall 2024 semester.
         - September 16
         - October 14 (moved from October 7)
         - November 4 (moved from October 28)
         - November 18
         - Potentially - December 9

Discussion Items

1. Updates regarding writing the new COM Technology Plan
   - Alignment with new COM Educational Plan
   - Determination of duration of the plan
      - Decided on a 5-year overarching plan to align with the educational plan timeline
      - Will include yearly addendums to account for rapidly changing technology

- Plan to keep high-level goals broad, with specific projects detailed in yearly IT operational plans
- Committee will review and provide input on IT's yearly operational plans

2. What technology-based information would we like to learn from students?
   - Will use multiple methods: student panel, surveys, and potentially in-person interviews
   - Survey considerations:
   - Use branching logic in Qualtrics to tailor questions based on student tech proficiency
   - Ensure surveys are available in multiple languages
   - Keep surveys short (3-4 questions) if piggybacking on existing college-wide surveys
   - Explore incentives (e.g., prize drawings) to increase participation

3. Discussion and adoption of committee academic year goals.
   Possible goals 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 increasing 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

   Proposed goals include:
   - supporting COM technology plan development, ERP enhancements, AI policy development, and creating equitable student support
   - Committee will review and refine goals before adopting at the next meeting
   - Plan to incorporate "learn, work, transform" framework into goal language

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