

Technology Planning Committee

Sub-Committee of Planning and Resource Allocation Committee
Spring 2025 Semester

Meeting Minutes

Monday, April 14, 2025, via Zoom at 12:40 p.m.

<https://marin-edu.zoom.us/j/87699156635>

Attended: Hector Saez, Jamine Terhune, Stacey Lince, Grace Yuan, Tessa Loegering, Irina Roderick, Lance Barthelemy, Mina Namvar, Mario Jimenez, Julie Mark, Heather Rahman, Samantha Jackson

Absent: Matthew Howard, Lara Bishop

Standing Items

1. Call to Order at 12:43 pm
2. Approval and adoption of the meeting agenda
 - a. Sam motioned to approve.
 - b. Grace seconded the motion.
 - c. The committee approved.
3. Approval of previous meeting minutes
 - a. Hector motioned to approve.
 - b. Stacey seconded.
 - c. The committee approved.

Co-chair announcements

TPC provides PRAC with an annual report on yearly discussions and progress. Due to Tessa's new role at COM and the current workload of the co-chairs, we are requesting that our meeting with PRAC be rescheduled to Fall 2025.

Discussion Items

1. COM Technology Plan – outline, timeline, organization, subgroups
 - a. Previous plan may be technical for general comprehension
 - b. Agreement to simplify main outline, making it palpable to laypeople
 - c. Heather to draft new outline considering:
 - a. Patrick's operational draft
 - b. Chabot and San Francisco City College tech plans
 - c. COM's existing documentation
 - d. Aim to finalize outline by next meeting for summer break, with writing to begin in fall
2. Round Table Discussions

- a. Lance introduced CertiPort's new AI certification program
 - Discussion on integrating the CertiPort AI course across multiple majors, not just CIS
 - Potential focus areas: ethics, standards, business applications, data privacy
 - Committee is generally supportive, pending more information and CIS department input
- b. Suggestion arose to define COM-approved AI platforms for FERPA compliance and data protection
- c. Tessa suggested that Microsoft CoPilot may be preferable to ChatGPT due to the existing Office 365 integration
- d. Mario introduced Notebook LM, a Google AI tool for creating educational content from uploaded materials
 - Tool generates podcast-like content and conceptual summaries
 - Potential applications in various subjects, though limitations noted for detailed math/physics problems

3. Next Steps

- a. Heather to draft simplified tech plan outline, considering various sources
- b. Subcommittee meeting to be scheduled before the next full meeting to discuss outline
- c. Lance to gather more information on CertiPort's AI certification program
- d. Committee to reconvene in late August/early September to begin writing tech plans