Technology Committee

Sub-Committee of Planning and Resource Allocation Committee

Fall 2025 Semester

Meeting Minutes

Monday, September 8, 2025, via Zoom at 12:40 p.m.

Committee: Dr. Scott Conrad, Samantha Jackson, Heather Rahman, Stacey Lince, Grace Yuan, Hector R Saez, Jamine Terhune, Irina Roderick, Lance Barthelemy, Julie Mark, Mina Namvar, Matthew Howard, Christopher Khaing

Absent: Jamine Terhune, Jess Schiffman

Guest: Dr. Holley Shafer

Standing Items

1. Call to Order by 12:42 pm
2. Approval and adoption of the agenda
    - Scott motioned to approve
    - Grace seconded the motion
    - All approved
3. Approve and adoption of the minutes
    - Matthew motioned to approve
    - Stacey seconded the motion
    - All approved
4. Chair Announcements
    - Co-chair seat open Heather Rahman will continue as Chair until the co-chair seat is open. The committee should decide about leadership.
    - Fall 2025 meeting dates are as follows:
        - September 29
        - October 20
        - November 17
        - December 8
    - Introductions/new members

Discussion Items

1. Overview of Educational Plan 10 5-year goals
    a. Coordination lead for TPC
    One of the stewards (managers) overseeing the goals will contact the TPC chair later.

2. Tech Plan
    The committee spoke about the timeline and outline for writing the new COM Tech Plan.

Feedback from students, faculty and staff, and the community will be enfolded into the plan.

We hope to decide on survey questions during the next meeting set for September 29. Our goal is to keep the surveys brief (e.g. 5 questions for students) and minimize open-ended responses.

COM uses Qualtrics for building out the survey, sending, and capturing feedback. Holley will help administer. Shared resources are available in Teams and will be provided via email. We hope to send the survey out in October. Results are expected in early December.

We can begin drafting a plan on live/shared documents. If the committee wants to divide into sub-committees and take on small responsibilities, we can do so.

3. Sound Board – new tech/what's happening around campus

Recent Technology Updates
- Expanded outdoor Wi-Fi coverage at sports fields, event spaces, and gathering areas on both campuses
- New wayfinding app with QR codes coming later this year to help navigate campuses
- All faculty/staff/students now have access to Microsoft Copilot AI tool

AI Initiatives
- New AI Community of Practice formed with 22 faculty, 5 staff
- First meeting on October 3rd
- Planning survey on AI attitudes/usage
- COM already using AI for fraud detection and network security

4. Next Steps
- Stacey to send Christopher info on joining AI Community of Practice
- Next committee meeting scheduled for September 29th
- Heather to send meeting minutes and reminders via email
- Committee members to review sample survey questions and provide input on Sept 29 meeting

Meeting was adjourned at 1:30 pm.