Technology Committee

Sub-Committee of Planning and Resource Allocation Committee

Fall 2025 Semester

Meeting Minutes

Monday, September 29, 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, Jamie Terhune, Jess Schiffman

Standing Items

1. Call to Order by 12:42 pm
2. Approval and adoption of the agenda
    - Julie motioned to approve
    - Jamie seconded the motion
    - All approved
3. Approve and adoption of the minutes
    - Stacey motioned to approve
    - Grace seconded the motion
    - All approved
4. Chair Announcements

Discussion Items

1. Tech plan timeline
    - October 2025: launch surveys
    - November – January 2026: Draft and review report
    - Later January – February 2026: other committees review such as Academic Senate, EPC, CSEA, Student Senate, etc.
    - March – Spring Break 2026: Incorporate all feedback and reach a final draft
    - March/April 2026: Submit for final review with senior management
    - April 2026: Submit to Board of Trustees for final review

2. Survey questions for tech plan development
    Structure and Content
    - Reviewed draft questions for students, faculty, and staff
    - Discussed need to reduce number of questions, aiming for under 10 for students
    - Agreed to remove redundant questions and clarify language
    - Added specific tools and systems used by faculty and staff (e.g., Teams, Banner, SchoolDude)
    Student-Specific Questions
    - Focus on device usage, connectivity issues, and experience with Canvas
    - Include questions on biggest technology challenges and preferred course types

- Consider adding question on accessibility of resources and problem-solving

Faculty and Staff Questions
- Include questions on commonly used tools (e.g., Microsoft Suite, Adobe, Argos)
- Ask about training preferences and needs
- Consider questions on cybersecurity and readiness for new technologies

Survey Distribution and Analysis
- Student survey to be included in a broader student survey going out soon
- Aim for 25% response rate from students
- Plan to share results with student government for interpretation and feedback

Next Steps
- Dr. Conrad to revise and clean up survey questions
- Heather to review revised questions and distribute to committee for quick feedback
- Aim to get student questions to Holly by Tuesday next week for inclusion in survey
- Consider scheduling one more meeting before winter break to discuss report writing
- Explore using AI to assist in drafting the technology plan report

3. Sound Board – tech concerns around campus