

Technology Committee

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

Meeting Minutes

Monday, November 17, via Zoom at 12:40 p.m.

Committee: Christopher Khaing, Grace Yuan, Heather Rahman, Hector Saez, Irina Roderick, Jamine Terhune, Jess Schiffman, Julie Mark, Lance Barthelemy, Matthew Howard, Samantha Jackson, Scott Conrad, Stacey Lince

Absent: Dr. Conrad, Stacey Lince, Christopher Khaing, Lance Barthelemy, Matthew Howard

Standing Items

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

Discussion Items

Tech Plan writing updates

Committee reviewed timeline and discussed reasonable time to write first draft with finals and winter break approaching. Dr. Conrad and Heather will begin initial draft after survey results are shared.

Student survey closed on November 12. Faculty/staff survey will launch by December. Holley will send out the survey and respond to our group with results.

Committee decided that we'll each take an assignment to work on sections of the new plan on a shared file once we have a first rough draft.

Heather will reach out to participatory governance committee with a courtesy announcement that our draft will be available for review in Spring 2026. We will welcome feedback from the various committees and senate groups.

Next steps:

- Heather: Follow up with Holly on student survey outcomes and see what can be done about survey distribution
- Heather: Connect with all instructors in career education at IVC about future survey distribution
- All committee members: Fill out the faculty and staff survey when it goes out
- Heather: Reach out to chairs of each committee and Senate before winter break to notify them about the tech plan review in spring
- Heather: Start writing the development process section
- Hector: Help review and edit the development process section that Heather writes
- Committee: Determine who and how many people will focus on each section of the tech plan