

Technology Planning Committee

Sub-Committee of Planning and Resource Allocation Committee
Spring 2026 Semester

Meeting Minutes

Monday, March 23, via Zoom at 12:40 p.m.

Attended: Grace Yuan, Heather Rahman, Hector Saez, Irina Roderick, Julie Mark, Scott Conrad, Stacey Lince, Stephanie Canon

Absent: Christopher Khaing, Jamine Terhune, Jess Schiffman, Matthew Howard, Samantha Jackson, Lance Barthelemy

Standing Items

1. Call-to-Order at 12:43 pm
2. Approval and adoption of the agenda
 - Grace motioned to approve
 - Julie seconded the motion
 - All approved
3. Approve and adoption of the minutes
 - Scott motioned to approve
 - Hector seconded the motion
 - All approved
4. Chair Announcements
 - March 2nd meeting wasn't planned as expected due to unexpected circumstances.
 - New chair/co-chairs will be determined either by vote or appointment after May 2026.

Discussion Items

I. Welcoming Stephanie –

The committee formally welcomed **Stephanie Canon**, the new Director of Information Technology, to College of Marin and the Technology Planning Committee (TPC). Members shared institutional resources and provided an overview of the committee's scope.

Note on Governance: The committee's official charge is expected to evolve shortly as participatory governance structures are currently being reviewed to better serve the college.

II. Sound Board – tech concerns or new information for COM:

Instructional Facilities

Projector Upgrades: The Office of Instructional Management (OIM) reports consistent faculty demand for rooms with high-resolution projectors.

Action Items:

1. Provide a formal schedule of these updates is requested to help support faculty.
2. Document progress in the upcoming COM Technology Plan.

Banner & Systems Integration

- **Ellucian Ethos Upgrade:** A major upgrade to Ethos is scheduled for tomorrow, March 24, 2026. This marks the beginning of a two-year transition to move all Banner systems to Ethos. It was noted that Coursedog represents only one component of this broader integration.
- **Banner Update Timeline:** The planning phase for the general Banner update has been delayed by 1–3 months. The revised completion date is now projected for November 2026.
- **BoardDocs Transition:** The platform will migrate to Diligent, with a go-live date expected within the next few months.
- **Ticketing Systems: TDX** is officially replacing SchoolDude. Enzo's team will continue to monitor requests, with IT providing system support.
- **Website (Drupal):** The Drupal web editing platform has been updated

Action Items:

1. Provide a college-wide plan to ensure all staff and faculty are updated on these various system migrations and upgrades.
2. Provide training sessions for website updating by next Fall semester, perhaps during August Flex week.

Accessibility & Compliance

The committee discussed the ongoing need for a centralized accessibility strategy, specifically addressing "How will the College manage it?" and "Who owns it?"

- **Propose a New Position:** The committee considers recommending the creation of a dedicated accessibility position within the new Technology Plan.
- **Vetting Process:** A standardized process for accessibility checks and balances is needed. This would include auditing vendors, classroom materials, new software, and the college website.
- **Resources:** Current efforts will draw from the DE department, ACMM evaluations, and the Digital Access Workgroup (DAW) proposal which is currently in development.

Other Announcements:

- Four MacBook Air laptops will be available soon for faculty and students to test out.

Developing the new College of Marin Technology Plan – IT and committee are continuing to write a draft; time didn't permit the committee to discuss.

The meeting adjourned at 1:33p.