

Technology Committee

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

Meeting Minutes

Monday, September 14, 2026 via Zoom at 12:40 p.m.

Attendance

Attended: Briana Gonzalez, Kimberly Long, Jamine Terhune, Samantha Jackson, Stephanie Canon, Karla Ayala Martinez, Hector Saez, Julie Mark, and Heather Rahman.

Absent: Stacey Winkler, Irina Roderick, and Matthew Howard.

Standing Items

1. Call to Order at 12:43 pm
2. Approval and adoption of the Agenda
 - Stephanie motioned to approve
 - Briana seconded the motion
 - All approved
3. Approve minutes
 - Hector motioned to approve
 - Samantha seconded the motion
 - All approved
4. Chair Announcements

Discussion Items

1. Confirming our Fall and Spring meeting dates
 - Meetings have been held via Zoom during Monday's COM Community Hour, which has resulted in the committee missing the community gatherings
 - Committee members prefer to continue meeting via Zoom.
 - Meetings will continue the second Monday of each month during COM Community Hour, from 12:40 to 1:30 p.m.
 - Meeting dates will be posted online and shared through calendar invitations, email reminders, and Teams.
 - Karla will support these communications moving forward.
2. Electing a Chair or Co-Chairs for TPC

- Chair or co-chairs are guided by the committee to support the IT division
 - As a subcommittee, we may request additional members as needed.
 - No nominations were made today; however, it was noted that the commitment is for one fiscal year.
 - Heather will ask Stacey Winkler to recommend candidates for chair or co-chair.
3. Reviewing TPC's role and priorities for the year
 - Stephanie reviewed the Technology Planning Committee's roles with the committee.
 - A link to the committee's roles was shared in the chat for further review
 - The committee discussed its three primary areas of focus:
 1. Developing a technology plan for COM that aligns with the Educational Plan.
 2. Addressing emerging technology as part of the committee's current responsibilities.
 3. Responding to technology-related issues as they arise.
 4. Picking back up our work on the College Technology Plan
 - Some members felt a little lost with writing the Plan; Heather proposed that the President write the Intro for the letter.
 - The committee discussed identifying actionable items.
 - Stephanie shared examples and ideas, noting that COM currently does not have an AI policy. Developing and distributing an AI policy was identified as a priority, along with establishing policies related to cybersecurity. These efforts would provide a strong starting point.
 5. Discussing next steps for the proposed Emerging Technology/AI subcommittee
 - Jaime shared that she is still unclear about how recommendations are approved, who provides final approval, and which channels should be used.
 - She also asked about the committee's level of influence.
 - Heather and Stephanie will follow up with other staff and the Board of Directors to clarify the approval process, appropriate communication channels, and the committee's role.
 - The committee wants its work to be meaningful, influential, and capable of driving positive change.
 - Members discussed identifying effective channels and strategies for influencing change.
 6. Identifying other technology priorities for the year, including accessibility and emerging technologies
 - Issues discussed at the library included introducing students to technology and teaching them how to use Microsoft tools, printing services, Canvas, and MyCOM.
 - The committee proposed creating a universal how-to video for students.
 - The video could be translated into Spanish and other languages to support ESL students.
 - The video should provide step-by-step guidance. For example, how to project a presentation.

The meeting was adjourned at **1:28 PM**.