



# Technology Advisory Committee

Meeting Notes – December 5, 2023

Meeting Agenda — February 6, 2024

**2:30pm** — Approve Minutes & Agenda — **Everyone.**

**2:35pm** — TAC Bylaws — **Dean Davis**

**3:00pm** — Add codes for students — **Profs. Favilla & Merrill.**

**3:10pm** — Update on Tech Plan — **Cochairs**

**3:20pm** — Cidilabs & PlayPosit integrations for Canvas — **Cochairs**

**3:25pm** — Updates etc. — **Everyone.**

<b>ATTENDEES</b>	Torria Davis, ASLT Dean (tri-chair); Ricardo Flores, Instructional Technologist (tri-chair); Will Minnich, A&R Dean; Irah Tancioco, Student ASSC; Michelle Hawkins, SS/CA; Christopher Collins, DE Coordinator; Paul Bridenbaugh, SS/CA; Luciana Castro, Language Arts; Sherri Wyatt, Library; Melissa Matthews, EAC; Hui Pate, BEPP; Norman Del Prado, NETX Faculty; Marco Wehrfritz, STEM; Phillip Williams, STEM, Chris Smith, Web Services Director District Office.
<b>GUESTS</b>	

<b>Agenda Item 1: Approval of Minutes &amp; Agenda</b>	
<b>DISCUSSION</b>	Minutes approved. Agenda Approved
<b>CONCLUSIONS</b>	
<b>Agenda Item 2: TAC Governance Structure Q&amp;A</b>	
<b>DISCUSSION</b>	Following Dean Vargas also advised bylaws would be a good idea, nothing that outside of CGC no other committee has formal bylaws, but that it would be good if we create our bylaws though it is not a formal requirement at this time. We reviewed TAC status as a Constituent Committee with membership from Classified, Faculty, Admin, and Students
<b>CONCLUSIONS</b>	It would be good if we create our bylaws though it is not a formal requirement at this time. Ricardo and Dean davis will visit the various sghared governace bodies to present the Technology Plan to get feedback and move it forward towards approval.

**Agenda Item 3: Review of Technology Plan Draft**

<b>DISCUSSION</b>	The committee took time to read through the Technology Plan DRAFT and made minor recommendations to edit grammatical errors. No major edits or changes.
<b>CONCLUSIONS</b>	Ricardo and Torria will present the Tech Plan Draft to the various constituent groups

**Agenda Item 4: Media Services Requests Update**

<b>DISCUSSION</b>	Dean Davis introduced the Media Services Device Request Form for new employees explaining the choices available (Dell or Apple). Any peripherals or specs above the standard are to be paid by the employee's division or department.  Informational: The Library got a Neatboard
<b>CONCLUSIONS</b>	New employees have a choice of a Mac or a Dell with basic ITS spec standard. Any upgrades are to be paid by the divisions or departments

**Agenda Item 5: Updates**

<b>DISCUSSION</b>	Sherr: Library will host therapy dogs from 1 pm-2pm tomorrow. Torria: CTTL will have some syllabus workshops for faculty in December
<b>CONCLUSIONS</b>	

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Present the Tech Plan Draft to the constituent committees	Co-chairs with help from committee	TBD
Create bylaws	everyone	TBD

TAC Charter and Bylaws Draft for Comment:

[https://docs.google.com/document/d/1ClupQ73viuXqM3lhtZhTf2EIFW4e18Go\\_dEqf2qBTuE/edit?usp=sharing](https://docs.google.com/document/d/1ClupQ73viuXqM3lhtZhTf2EIFW4e18Go_dEqf2qBTuE/edit?usp=sharing)