

Technology Advisory Committee

Meeting Notes – October 1, 2024

Agenda

1. Welcome/Introductions (everyone)
2. Tech Plan Update (Torria)
3. Bylaws Discussion (Torria)
4. TAC/DE Committee Discussion (Kim)
5. Updates (everyone)

COMMITTEE MEMBERS PRESENT	Torria Davis (tri-chair), Kim Saccio (tri-chair), Rumisa Irshad (Commissioner of Communications for ASSC), Nathan Jones, Will Minnich, Hui Pate, Marco Wehrfritz, Sherri Wyatt
GUESTS	Christopher Collins

Agenda Item 1: Welcome/Introductions	
DISCUSSION	n/a
CONCLUSIONS	n/a
Agenda Item 2: Tech Plan Update	
DISCUSSION	Torria has been sharing draft tech plan that TAC created last year with shared governance meetings as well as Cabinet, and incorporating changed requested by Cabinet. The District CIO of ITS has also provided feedback. Recently got approval to bring a revised draft plan back to shared governance committees. On October 8 she is presenting the Tech Plan to the Management Council, and on October 31 she is presenting to SPARK. Ricardo will be presenting to SEED. After this next round of meetings, plan will be updated with feedback. Then in December the revised Tech Plan will be shared with TAC for review to ensure that all departments and constiuent groups are represented and there are no glaring errors. After that it goes to CGC for a read and then adoption. Note that Tech Plan is referenced in the accreditation process.
CONCLUSIONS	Informational only

Agenda Item 3: Bylaws Discussion	
DISCUSSION	Currently TAC is an advisory committee. We want to be an official Shared Governance Committee. To make that move, we need to write TAC charter and bylaws. CGC, Dean of PRIE, and Interim President have suggested that we base them on CGC Charter and Bylaws .
CONCLUSIONS	<ul style="list-style-type: none"> • Work group to draft bylaws: Torria, Nathan, and Chris Collins • Work group will bring the draft bylaws to the next meeting for feedback. • Draft will be reviewed by TAC, then moved to CGC for a first and second read before moving it to Cabinet for adoption.
Agenda Item 4: TAC/DE Committee Discussion	
DISCUSSION	<p>The District Distance Education Advisory Committee (DEAC) is part of District Academic Senate. They want each campus to have a DE Committee as their point of contact. Currently Skyline does not have a DE Committee, and a CTTL member or individual DE Coordinator represent us at DEAC. We need a DE Committee to align with the other campuses – but rather than create an entirely new committee, CTTL suggests that TAC be re-envisioned to include that function. Rename to DE-TAC (Distance Education-Technology Advisory Committee)? Note that TAC makes recommendations to CGC.</p> <p>Selected notes from discussion follow:</p> <ul style="list-style-type: none"> • Kim: We already have many committees. Seems logical to include Distance Education in a Technology Advisory Committee. Note that TAC advises and makes recommendations to the CGC. • Chris C: Including DE in TAC would consolidate efforts and improve efficiency. • Marco: Asked how other campuses are handling DEC and TAC. • Chris C: CSM and Cañada are working toward merging their committees. • Will and Hui: For efficiency, makes sense to include DE with TAC. Stressed the need for a clear focus and formalized structure. • Chris C: DE-TAC would continue to serve as advisory committee. For example, DE-TAC would be asked to review updates to DE Handbook rather than participate in drafting it. • Will: New combined DE-TAC committee should fold in ITS and

	<p>student services. Scope needs to be refined.</p> <ul style="list-style-type: none"> • Chris C: Highlighted the importance of including student services in the committee to ensure comprehensive coverage of distance education needs. • Chris and Hui: Both commented that this change in TAC scope (to include DE) could serve to integrate academic programs and academic support. • Torria: Suggested defining participation in the bylaws to ensure representation from all areas. 	
CONCLUSIONS	<ul style="list-style-type: none"> • Need to integrate student services and academic aspects into DE-TAC scope. • This change in TAC scope – to include DE, and thus DE-TAC – needs to be reflected in the new Bylaws. • All members approved change in scope to DE-TAC. 	
Agenda Item 6: Updates		
DISCUSSION	<ul style="list-style-type: none"> • Torria shared new TAC tri-chair members: Herself as administrative chair; Kim as faculty chair; and Ricardo as CSEA chair. • Nathan raised concerns about recent Canvas updates affecting group discussions in his classes. Chris C explained that Instructure did not notify us of the updates in advance. However, those updates include helpful features that will be communicated in October 9 Flex workshops on all three campuses). Ricardo Flores will facilitate “Build Your Canvas Experience: New Canvas Tips and Tricks” at 1:00 pm, in #6-203 and online. • Marco and Hui asked about infrastructure updates for multimodal classrooms and computer labs. Torria explained the approval process and current timetable. She suggested engaging Academic Senate to gather feedback on infrastructure needs and prioritize them with administration. Marco emphasized the importance of having a clear process for faculty to address technology needs and suggested involving student services in the discussion. 	
CONCLUSIONS	Informational only.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Schedule Bylaws workgroup meeting (Torria, Chris C., Nathan)	Torria	ASAP

