

Skyline College Technology Advisory Committee

Meeting Agenda — November 4, 2025

2:30-4:00 pm

Zoom: <https://smccd.zoom.us/j/6326007828>

2:30pm — Welcome — Kim Saccio (filling in for Chris Collins)

2:35pm — Approve meeting notes for [September](#) and [October](#) 2025 — Kim

2:40pm — AI SMART Goal (Draft): “Develop a draft conceptual framework for AI at Skyline College that is inclusive of the campus community by April 2026.”

1. Task: Develop a conceptual framework

2. Potential Action Steps.

Look at models of frameworks in higher ed from...

- a. [Community college system](#) (Torria)
- b. [Unity Environmental University](#) (Kim)
- c. [Artificial Intelligence at UNF](#) (Torria)
- d. [DTLC Guidance on Plagiarism and AI](#) (Kim)

3:00pm — TAC Goal breakout rooms — Torria

- a. Revise goal to include elements of SMART Goals below:
 - **Specific** – Clearly defines what will be accomplished [draft a an AI conceptual framework].
 - **Measurable** – Includes criteria to track progress and confirm completion [Completion of the draft with documented community input].
 - **Achievable** – Realistic and attainable given resources and constraints [Feasible within the given timeframe].
 - **Relevant** – Consider how they are aligned with broader objectives, priorities, or values like the Ed Master Plan [Supports inclusive and informed AI planning within the context of the draft technology plan].
 - **Time-bound** – Has a clear deadline or timeframe for completion [Due by April 2026].
- b. Identify one task to complete by May 2025
- b. If time is available, draft implementation steps

3:30pm — Share out SMART goals and tasks — Kim

3:45pm — Feedback from constituent members. Remember to share the goals, tasks, and get feedback— **Everyone**

4:00pm — Adjourn