▩ Skyline College

Technology Advisory Committee

Meeting Notes – December 2, 2025

Agenda
1. Welcome (Chris C)
2. Approve [Notes for November](#) (everyone)
3. AI Goal (Draft) (Kim, Chris C, Torria)

   By April 2026, develop a draft conceptual framework for the use of Artificial Intelligence (AI) at Skyline College that incorporates input from faculty, staff, administrators, and students.
   (1) Task: Develop a conceptual framework
   (2) Potential Action Steps
      (a) Explore frameworks
      (b) Explore conversations occurring at district level - i.e. DTLC
4. Small Group by Goal (Torria)
   - Develop potential action steps to complete the task associated with SMART goal
5. Debrief: Share task and potential action steps (everyone)
6. EdTech vendors presenting at District Flex Day (Chris C)
7. TAC updates to share with divisions
8. Adjourn

Committee Members Present	Torria Davis (ASLT dean, tri-chair), Chris Collins (DE coordinator, tri-chair), Brandon Gutierrez-Kitto (Enrollment Svcs), Ron Chand (SPWD), Hinda Chalew (Marketing), Perry Chen (Counseling), Chris Gibson (Mgmt Council), Khristin Godfrey (EAC, SESP), Hui Pate (BEPP), Ariel Katz (STEM), Kim Saccio (DE coordinator), Nancy Somjit (IT, ASLT), Michael Song (STEM), Chris Smith (District IT)
Guests	

Agenda Item 1: Welcome	
Discussion	
Conclusions	Informational only.
Agenda Item 2: Approval of November minutes	
Discussion	Torria motioned; Michael seconded.
Conclusions	Approved
Agenda Item 3: AI Goal (draft)	
Discussion	AI Goal: "By April 2026, develop a draft conceptual framework for the use of Artificial Intelligence (AI) at Skyline College that incorporates input from faculty, staff, administrators, and students."

	Kim described steps in the overall task of developing a conceptual framework. During the November TAC meeting, we explored AI frameworks from other institutions; today Chris C is presenting a summary of the conversations around AI occuring at the District level.

Hinda asked if the TAC AI goal is taking into account the AI Hub initiative that Dr Carter recently announced. She also asked if we have considered augmented intelligence in relationship to AI.

Torria shared that the AI Hub is under discussion at the leadership level, and that she reached out to President Carter to request a meeting with the TAC to discuss this initiative. She has not heard back yet. At this point we should hold off on considering this in TAC until Dr Carter has made this public. Chris C agreed. There are discussions at the Academic Senate level, but it is still too soon to move to DAC. Key issues are still under consideration, such as: what does a hub really mean? Is there a specific area of AI that we're going to be looking at?

Chris shared out on AI work at the District level:
DTLC (District Teaching and Learning Committee, a subset of District Academic Senate) has been working on guidance. Example: [DTLC Guidance on Plagiarism and AI](#). Jennifer Howze-Owens (howzeowensj@smccd.edu) and Aaron McVean are DTLC co-chairs. District AI communities of practice: AI literacy and AI ethics. District Flex Day (January 8) includes tracks focusing on AI for instructional faculty and for classified professionals. |
| **Conclusions** | |
| **Agenda Item 4: Small Group by Goal** | |
| **Discussion** | Torria explained the task at hand: develop potential action steps to complete the task associated with SMART goal. She reviewed TAC goals in preparation for opening meeting rooms.

Goal 1: Explore and compare the features, usability, and accessibility of Formstack, Google Forms, Microsoft Forms, and Excel to identify which tool best supports our data collection, workflow efficiency, reporting needs, and cost effectiveness.

Goal 2: Develop an exploratory framework to understand how Zoom, WebSmart, AI tools, Canvas, and instructional technologies interact, ensuring that technology supports rather than complicates teaching and learning.

Goal 3: Develop a data-informed approach to technology |

| | planning by designing and implementing surveys and feedback mechanisms to gather input from faculty, classified professionals, and instructional technologists on technology needs, training, and accessibility.

Goal 4: Ensure transparent and equitable access to technology by reviewing and recommending procedures that support equitable access to technology for faculty, classified professionals, and students, including standardized laptop replacement cycles, compatible hardware for classroom and labs, and access to educational instructional tools for teaching and learning.

After breakout rooms were initiated and TAC members joined, the Goal 4 room had no participants. TAC chairs discussed setting Goal 4 aside for 2025-26, given that there has been no work done on this goal since the October meeting. |
|---|---|
| **Conclusions** | Goal 4 will be rolled into the next academic year. |

Agenda Item 5: Debrief - Share task and potential action steps	
Discussion	**Goal 1:** Group will conduct research to document the features, usability, and accessibility of Formstack, Google Forms, and Excel, and how they work together.

==Goal 2: I flubbed this!== Lost track of the discussion in my notes, and didn't notice that Otter had stopped recording.

Goal 3: Group will invite a PRIE rep to join them during February 2026 meeting to discuss development of a survey to assess hardware/software and training needs. |
| **Conclusions** | Informational only. |

Agenda Item 6: EdTech vendors presenting at District Flex Day	
Discussion	Products that incorporate AI will be featured at January Flex. Vendors to include Nectir.
Conclusions	Informational only.

Agenda Item 7: TAC updates to share with divisions	
Discussion	Reviewed TAC Draft of Goals slide deck ([saved to Google Slides](#) and the original PPT document also shared via Chat)
Conclusions	Informational only

Agenda Item 8: Adjourn	
Discussion	Chris G motioned, Perry seconded.
Conclusions	Meeting adjourned at 3:46 pm. Next meeting: February 3, 2026

Action Items	Person Responsible	Deadline