

Technology Advisory Committee

Meeting Notes – March 3, 2026

Agenda

1. Welcome and approve February notes (Chris C)
2. TS Service Survey Results & Zoom Phones (Daman)
3. Check-In A+ Attendance App Demo/[Video](#) (Jesse)
[Read notes on the product here.](#)
4. Review/Remind [Padlet AI timeline](#) (Chris C)
5. Meet in Small Groups revisit and continue working on goals (Breakout Rooms)
6. Regroup and Discuss
7. Updates and feedback (Everyone)
8. Adjourn

Committee Members Present	Chris Collins (DE coordinator, tri-chair), Nancy Somjit (IT, ASLT), Hinda Chalew (Marketing), Ron Chand (SPWD), Perry Chen (Counseling), Chris Gibson (Mgmt Council), Khristin Godfrey (EAC, SESP), Brandon Gutierrez-Kitto (Enrollment Svcs), Ariel Katz (STEM), Hui Pate (BEPP), Kim Saccio (co-DE Coordinator)
Guests	Daman Grewal, Jesse Raskin, Zahra Mojtahedi (to provide PRIE support for Group 3)

Agenda Item 1: Approval of minutes	
Discussion	Perry moved to approve; Chris G. seconded
Conclusions	Approved.
Agenda Item 2: TS Service Survey Results & Zoom Phones (Daman)	
Discussion	<p>District IT telecom strategy – Zoom Phones</p> <p>During COVID era, 2017-2022, District did a pilot with Zoom phone (mainly student services). This allows access to work phone via Zoom mobile app and desktop software, to make and receive calls. Current phone system, MyTel, is reaching end of life. Zoom phone options allows us to use existing handsets (if desired) in addition to software/app options. Voicemail is routed to email (as with current system), text messaging also available. Later this semester we will be moving to the new system. No need for new handsets.</p> <p>Ariel asked about cell reception issues; Daman provided update on ongoing project to improve reception throughout our campus.</p> <p>ITS Satisfaction Survey Results</p> <ul style="list-style-type: none"> • 27% response rate

	<ul style="list-style-type: none"> • All campuses and constituent groups included. • Overall satisfaction was 86% - 100% • Cybersecurity training • Satisfaction with ITS responsiveness and Support • WiFi and Network Access did get some negative feedback, but remember that improvements are ongoing. • Survey respondents asked for more training on AI tools; we have joined a pilot project to address that request. • Respondents also have concerns re. the Banner 9 upgrade.
Conclusions	Informational only.
Agenda Item 3: Check-In A+ Attendance App Demo	
Discussion	<p>Jesse has been researching interventions to support students who do not attend class regularly (focusing on in-person courses). Are there tools out there that would allow us to do more extensive attendance tracking than is possible in Canvas, and that would incorporate retention strategies to support students. Recommends A+ Attendance app. Read his notes here; watch the demo video.</p> <p>Hinda suggested that Jesse reach out to Lauren Ford, interim VPSS – potentially an entry point to get a pilot started. Also suggested that he contact VPI Carol Hernandez.</p> <p>Chris S asked how it is different or complementary to Early Alerts. Jesse pointed out that Early Alerts is predicated on grading, sees A+ Attendance as a way to flag students for early intervention, even before assignments are graded. Chris S supports the idea and suggested that the app could support existing Early Alert system and procedures. Ariel commented that she would love to have Early Alerts automatically triggered.</p>
Conclusions	Jesse will reach out to the VPSS to begin discussions, and will update us going forward,.
Agenda Item 4: TK	
Discussion	<p>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.”</p> <p>Breakout room participants: Ariel, Brandon, Chris G.</p> <p>No one participated in Goal 2: “Develop an exploratory framework...”</p> <p>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</p>

	<p>accessibility.”</p> <p>Breakout room participants: Perry, Nancy, Zahra</p> <p>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.”</p> <p>Breakout room participants: Hinda, Ron C</p>
Conclusions	n/a
Agenda Item 5: Group Debriefs	
Discussion	<p>Goal 1: Chris G and Brandon used their time to review a software comparison chart that they had found, reach out to Chris S and PRIE to ask for guidance on survey they are planning. Brandon added that get from Otter.</p> <p>Goal 3: Perry shared that he and Nancy reviewed their survey draft with Zahra. She offered advice on how to draft questions. Zahra offered Goal 3 the opportunity to participate in the upcoming school-wide survey. Pros/cons from otter.</p> <p>Goal 4: Hinda recapped what she and Michelle discussed last month; Ron shared that students, faculty, and staff don’t know what software is available to them and how to access training. They will reach out to Chris S and Daman get details from otter</p> <p>Chris shared District web page on DE technologies.</p>
Conclusions	Informational only
Agenda Item 6: Updates and feedback	
Discussion	<p>Partial updates; at this point seven committee members remained.</p> <p>Perry was asked to lead a board gaming activity during Flex Day and asked for volunteers to run games. Ron C volunteered to help.</p> <p>Ariel suggested creating a list of online manners, similar to modern manners, to guide people on proper email etiquette, including when to BCC and remove people from CC lists.</p> <p>Sal and Kenny include a module on professionalism in their career development classes, covering professional emails and communication with potential employers. Similar guidelines could be useful for both faculty and staff.</p>

	Ron C announced a mock interview event for Middle College and dual enrollment students on May 12 and seeks volunteers to act as interviewers.	
Conclusions	Informational only.	
Action Items	Person Responsible	Deadline