

Technology Advisory Committee

Meeting Notes – October 7, 2025

Agenda

1. Welcome/Introductions — **Everyone**
2. Feedback on Goals (draft) — **Chris**
3. Breakout Groups by Goal — **Chris**
 - Select a Goal
 - Work with your committee members to identify tasks the group would like to accomplish this academic year related to the goal
 - Moving forward, each TAC meeting will allow 30 minutes to work on goal tasks and share progress.
4. Share out from Breakout Groups — **Everyone**
5. Feedback from constituent members — **Everyone**

Committee Members Present	Chris Collins (tri-chair), Kim Saccio, ASLT; Ron Amos, media services; Brandon Gutierrez-Kitto, financial aid; Chris Gibson, dean LA; Hinda Chelew, communications manager (classified rep); Nathan Jones, English (LA rep); Nancy Somjit, instructional technologist; Michael Song, Biology; Hui Pate, Business; Ron Chand, career services; Chris Smith, director district web services; Perry Chen, Personal Counseling; Khristin Godfrey, assistive technology specialist
Guests	

Agenda Item 1: Welcome/introductions	
Discussion	Members present introduced themselves
Conclusions	Informational only
Agenda Item 2: Feedback on Goals	
Discussion	Hinda – AI should be its own goal Brandon – agrees with Hinda, should be teased out of Goal #2. Commented that there may be overlap since many systems incorporate use of AI. Chris Gibson – asked why WebSmart is included in Goal 2. Chris C – instructors and students need to interact with WebSmart, so it made sense to include in the exploratory framework Brandon – supported this, described extent of student interaction with and reliance on WebSmart Hui – should include AI governance and how to ethically use AI Chris S – should include digital accessibility in Goal 4 given

	pending enforcement of ADA Title II (April 2026)
Conclusions	Tri-chairs will discuss feedback and report back at the next meeting. Note that District Teaching & Learning Committee has published guidance on using AI .
Agenda Items 3 & 4: Breakout Groups by Goal	
Discussion	Goal 1: Explore and compare the features, usability, and accessibility of Formstack, Google Forms... Khristin shared out. Leading questions: How will the data be protected? If different user groups prefer specific software, how will they work together? What is the method of evaluation? Brandon continued: Discussed doing a compare/contrast to inventory what programs are being used and by whom, then evaluate whether these are the best tools for the purpose. Key points to consider: data security, accessibility, workflow, compatibility with other software. Goal 2: Exploratory framework Chris S. shared out. They focused on how to help students and instructors navigate the software/platforms available to them (specifically mentioned Canvas integrations). To inform framework development, they discussed documenting user journeys (students and instructors). They also considered possible equity issues. For example, AI tools might advantage some groups more than others. Documenting some user journeys over a diverse set of students, could help us understand the advantages and disadvantages. Goal 3: Data-informed approach to technology planning Nancy and Perry shared out. Need to narrow down questions to ask in a tech survey. What do we really want to know? This semester need to work with PRIE to develop a survey, then run it in Spring so that they can present results to TAC. Those data could inform 2026-27 budget planning. Survey to focus on three key areas: technology needs, training, accessibility. Goal 4: Ensure transparent and equitable access to technology Ron C shared out as staff and faculty, we don't know what we have access to. Create infographics for each population that explain how to access technologies from their perspectives.
Conclusions	Tri-chairs will discuss feedback and consider revisions to goals, also consider a possible Goal 5 focused on AI.
Agenda Item 5: Feedback from constituent groups	
Discussion	No reports.
Conclusions	Reminded members to share the goals, tasks, and get feedback from their constituents.

Action Items	Person Responsible	Deadline