Cañada College

Technology Committee Meeting Minutes
Wednesday,November 5, 2025
1:15-2:00 pm
Technology Plan 2024-27

Recording Passcode: K2n!e0B$

Agenda Item	Presenter	Notes
Introduction and Welcome Introduce yourself and tell us what your group would like to see accomplished in this meeting.	Nada, Lindsey, and Anniqua	• **Lindsey Irizarry – Instructional Technologist:** Shares Canvas tips, answers questions, and learns more about Universal Design. • **Ludmila Prisecar – Student Services/Admin:** Provides support and learns anything new from the meeting. • **Christopher Smith – Director of Web Services (ITS):** Listens, supports, and offers guidance on technology, AI, privacy, and accessibility. • **Dr. Ami Smith – HSS Faculty Representative:** Gathers information to bring back to her division and clarifies upcoming meeting dates. • **Keith Wan – Placement/Prerequisites/Banner:** Steps outside his back-end tech work and hears about broader technology discussions. • **Rance Bobo – ITS:** Joins the tech discussion and supports the group. • **Jaleh Naasz – BDW Faculty Representative:** Listens in, takes notes, and reports back to BDW. • **Allison Hughes – Instructional Designer:** Shares Canvas and AI-support strategies and gathers feedback to refine them. • **Anthony – IT Tech 2 (ITS):** Supports the group with tech-related questions. • **Ray DeCasas – ITS:** Observes and provides technology-related feedback or assistance.
Helping students with Canvas	Lindsey	## Purpose Support students—especially Spanish-speaking and multilingual students—with basic Canvas tasks and navigation by giving faculty easy-to-share resources in multiple languages. ## Key Resources **Faculty Teaching & Learning → "Get Support"** • Consolidated list of Canvas support links. • Dedicated section with **Canvas Guides in Spanish** (step-by-step instructions for navigating courses, posting to discussions, viewing grades, etc.). **Chrome Translation Tool**

- Chrome's built-in "Translate" feature can convert any Canvas page to Spanish or other languages.

Additional Student Support Links

- ITS student tutorials.
- Library's Spanish video guides.
- All links gathered so faculty can copy/paste into their courses.

Canvas AI & Data Privacy

Faculty Concerns:

- What data Canvas AI collects.
- Whether student work is being used to train AI.

Clarifications from Christopher Smith:

- Instructure states it **does not use our data to train AI**.
- Data stays within existing district agreements.
- Third-party tools must follow the same requirements.
- AI features (like Smart Search) have passed the district's **SERPR** privacy/security review.
- ITS will continue monitoring as AI evolves.

AI Checkers & Academic Integrity

Concern Raised by Dr. Ami Smith:

- Multiple similar papers; wondering about effective AI-detection tools.

Responses:

- **Turnitin** is the main tool currently used but is **not reliable** (false positives and misses).
- AI detection is likely to remain a **"whack-a-mole"** challenge.
- Recommended use: treat AI-checker results as a **conversation starter**, not proof.

AI Teaching Strategies & Professional Development

- PD recordings available on:
    - Designing **AI-resistant assignments**.
    - Creating **AI course policies**.
    - AI brainstorming sessions.
- January Flex will include **AI-focused sessions**.
- A new district AI website is being built to centralize guidance and resources.

Universal Design meeting practices		

Universal Design meeting practices		## Universal Design & Accessible Zoom Practices
		
		Lead: Ludmila Prisecar, with input from Allison and Christopher
		
		- Goal: Establish **common Zoom meeting practices** to improve accessibility and align with **Universal Design** principles.
		- Key practice proposed:
		  - **Turn on captions at the start of every Zoom meeting** by default, rather than waiting for someone to request them.
		- Ludmila created a draft **online meeting etiquette handout** (with help from ChatGPT) covering:
		Basic Zoom etiquette.Accessibility-minded practices to ensure all participants can benefit fully from meetings.
		
		- Ludmila emailed ITS to ask:
		  - Can **automatic captioning** be enabled **district-wide by default** via Zoom settings?
		
		## Title II Changes & Digital Accessibility (WCAG & ACMM Cohort)
		
		Presenter: Christopher Smith
		
		- **New Title II regulations** (effective April 24, 2026) will require:
		  - State and local government entities serving >50,000 people (includes our district) to meet **formal digital accessibility standards**.
		  - Compliance with **WCAG** (Web Content Accessibility Guidelines) as the technical standard for web and digital content.
		- Reality:
		  - It is **unlikely any institution will be 100% compliant by April 2026**.
		  - What's expected: **documented, ongoing, district-wide efforts** and a **continuous improvement plan**.
		
		ACMM – Accessibility Capability Maturity Model
		
		- The district received VP Council approval to join the **ACMM cohort** through the **CCC Accessibility Center**.
		- ACMM provides a **top-down framework** for implementing digital accessibility across:
		  - All three campuses and the District Office.
		  - Leadership tiers (Chancellor, VPs, etc.).
		- There will be a **large on-site assessment** with the CCC Accessibility Center to:
		
		  - Evaluate current accessibility practices.
		  - Develop a multi-year plan toward compliance.
		    Connection to Universal Design
		- Philosophy: Move from **accommodation-only** toward **designing for everyone from the start**.
		Zoom meetings, websites, documents, and tools all fall under this umbrella.
		- Example future requirement: **Captions turned on for all official Zoom meetings**, as part of universal design for communication.

Zoom Captions & Zoom AI Companion

Zoom Captions

- Current understanding:
    - Captions are generally **available by default**, and participants can select **"Show captions"**. There is a setting to allow participants to **save captions**, which is currently **off by default**.
- Possible future steps:

    - ITS can configure Zoom so that captions are **enabled by default** at the **account/tenant level**.
    - Longer-term, captions could be **"forced on" and locked**, if policy requires that for accessibility compliance.

Zoom AI Companion

- Zoom AI Companion is **enabled and available** to district users (employees and students) who choose to turn it on.

- Behavior:
  AI uses the **meeting transcript**, similar to a recording.
    - Participants must accept a **disclosure** when AI Companion is enabled; if they don't agree, they **must leave the meeting**, because they would otherwise be part of the AI transcript.
    - AI responses are limited to what occurred **after a participant joined** the meeting (e.g., a second student entering office hours cannot query content from before they arrived).
- Etiquette:

    - Treat enabling AI Companion like pressing "Record": announce to participants before turning it on. This is part of evolving **AI etiquette**, parallel to established **recording etiquette**.

AI Tools, Data Protection & Recommended Practices

Enterprise vs. Public AI Tools

- **Preferred tools for sensitive work:**
    - **Microsoft Copilot** accessed through **O365** with the **shield icon** indicating our **enterprise agreement** and state data protections.

    - Use **Temporary Chat** within Copilot for **sensitive or confidential information** so that:
        - The chat is not stored in history.
        - If an account is compromised, past sensitive AI chats are not visible.

- Coming soon:
    - **Google Workspace AI (Gemini)** and tools like **Notebook LM** under a CCC enterprise agreement.
    - These tools are expected to support **AI-augmented learning**, not just content production.

Using Non-Enterprise AI (e.g., Personal ChatGPT, Public Tools)

- If employees choose to use public tools:
  Do not upload student records, PII, or other protected data.
  Obfuscate or anonymize data when possible.
  - Use generic prompts or sample text rather than real student work or internal documents.

Policies, SOPs, and Training Needs

AI Tools – Policies and Procedures

- Ludmila raised concerns that:
  - There are many AI tools now, and people can easily upload sensitive documents unintentionally.
  - We need **clear district-wide policies and standard operating procedures (SOPs)** on:

    - Which tools are approved.
    - What types of data can be used with them.
    - How long data is retained in systems like Formstack or AI tools.

- She emphasized the risk for **student records and other protected information** being uploaded to AI platforms without clear guidance.

Christopher's Response

- There is **ongoing district work** on:
  - Standard operating procedures for software and data classification/retention.
    Aligning tools like Formstack and ERP systems with appropriate retention rules.
- Suggestion: Invite **Nick Recchia (Director of Enterprise Applications)** to a future meeting to:
  - Share his experience developing SOPs around software and data in previous institutions.
  - Inform this group's work on AI tools, compliance, and data governance.

Training & Onboarding

- Challenges:
  - Employees are overwhelmed by the number of tools; email communication reaches only a fraction of the community.
  - Onboarding currently doesn't fully cover **data privacy, AI tools, and accessibility practices**.
- Long-term need:
  - Re-envision **onboarding** to include **core tech + AI + data-protection basics** (e.g., "look for the shield," "use temporary chat," "don't upload student data to unapproved tools").
- Lindsey suggested:
  - Dedicated sessions tailored to different roles:
    - One for **classified professionals** (administrative and student services use cases).
    - One for **faculty** (course design, assignments, and compliance).

Key Takeaways & Possible Next Steps

		Universal Design & Zoom Normalize **turning on captions** at the start of every meeting. Explore district-level Zoom settings to **enable captions by default**. **Accessibility Compliance** - Title II changes will make **WCAG-based digital accessibility** a legal requirement by April 2026. - The district is joining the **ACMM cohort** to structure a top-down compliance and improvement plan. **AI Practices & Data Protection** - Use **enterprise AI tools** (Copilot with shield, soon Gemini) for work involving any potentially sensitive data. - Use **Temporary Chat** to limit storage of sensitive content. - Do **not upload student records or PII** to consumer AI tools. **Policy & Training** - Develop **district-wide AI policies and SOPs**, especially around: - Approved tools. - Student data and records. - Retention periods and data classification. - Consider inviting **Nick Grishia** to discuss SOPs and governance frameworks. - Create **PD sessions and onboarding modules** focused on AI, data security, and accessibility for: - Faculty. - Classified professionals.

Next meeting:

December 3, 2025
February 4, 2026
March 4, 2026
April Spring Break
May 6, 2026

TOPICS for next meeting:

For more information, please visit the [Cañada College Technology Committee website](#).