



Technology Committee Meeting Minutes

Wednesday, October 1, 2025

1:15-2:00 pm

13-337; <https://smccd.zoom.us/j/88519635573?pwd=t02d2aB6OTZWbXQmUahSRi7T8Ug4P.1>

Meeting ID: 885 1963 5573

Passcode: 572476

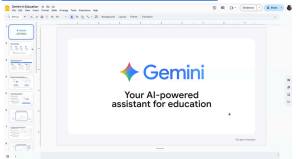
Technology Plan 2024-27

Recording

Passcode: 3YL6?X.X

Agenda Item	Presenter	Time (min)	Notes
Introduction and Welcome	Nada, Lindsey, and Anniqua	15	Hyla Lacefield, Nada Nekrep, Lindsey Irizarry, Anniqua Rana, Dr. Ami Smith (HSS), Jonathan McSwain (Learning Center), Robyn Ledesma (BDW / Classified Senate), Carlos Luna (Library), Keith Wan (Welcome Center), Jaleh Naasz (Fashion), Ludmila Prisecar, Terri Hannon (ASLT Instructional Designer), Rance Bovo (MESA), Maria de Casas (ITS), Anthony (IT Tech).
ISER : <u>near-final draft</u>	Hyla		<u>Tech Loan Program Equity-Focused Report</u> ISER (ICER) Near-Final Draft — Standards 3.9 & 3.10 (Presenter: Hyla Lacefield) Purpose: Final accuracy check and evidence collection before soft stop Friday . Key Points <ul style="list-style-type: none">• Focus on verifying accuracy, wording, and adding evidence; no new narrative sections at this stage.• Preference for evidence that can be PDF'd and uploaded (no Panopto links). Slide decks are okay if exported to PDF.• Personal/student impact stories are encouraged alongside data. Evidence & Topics to Include / Locate <ul style="list-style-type: none">• Technology Request Review process: Tech Committee's use of IT survey/Excel to time and prioritize support (referenced Fall 2024 cycle).• Student Wi-Fi survey results (district/campus) that informed actions; Anniqua to forward results and context.• Library & student access examples: Laptop Computer Checkout Program (BDW + campus-wide).

			<p>Possible biotechnology equipment access via Library—locate a library presentation/slide deck.</p> <p>Free student printing: origin (tail end of COVID) and ongoing access; include meeting minutes where discussed/approved.</p> <p>Smart classrooms, movable tech, digital signage: list exists in draft but needs links (minutes, slide decks, web pages).</p> <p>NEAT Board usage & reallocation: usage report, emails, and Tech Committee minutes showing data-driven reassignments.</p> <p>Classroom “cheat sheet” of support services (created 2023; initial work in 2022–23 with updates): minutes and the one-pager as evidence.</p> <p>Expanded ITS support hours at semester start (especially evenings) as student-facing support evidence.</p> <p>Decisions</p> <ul style="list-style-type: none"> • Soft stop Friday for content/links; minor link fixes may continue after. • Evidence will prioritize minutes, memos, slide PDFs, and student impact anecdotes. <p>Action Items</p> <ul style="list-style-type: none"> • All members: Add in-document comments and/or email Hyla with section references (e.g., “Std 3.9, para X”) by Friday. • Anniqua: Email Wi-Fi survey results + context; send today’s chat log, minutes, and referenced links to Hyla. • Carlos / Library: Provide slide deck(s) or PDF evidence for laptop checkout, biotech equipment access, and any student impact stories. • Jonathan (Learning Center): Provide minutes/notes documenting the free student printing decision/rollout. • Ludmila: Share April 10, 2023 email to David Reed re: classroom info sheet; attach one-pager and any Tech Committee minutes. • Anniqua & Ludmila: Send NEAT Board inventory/usage report and emails showing reallocation process; include relevant committee minutes. • All: Replace any Panopto references with exportable artifacts (PDF slide decks, memos, screenshots as PDFs). <p>Tech Loan Program — Equity-Focused Report</p> <p>Updates</p> <ul style="list-style-type: none"> • 100+ BDW laptops newly cataloged and already circulating (thanks to substitute support). • Continued call for funding to expand technology access for adult school students; Hyla encouraged to keep sending students to the Library checkout program. <p>Action Items</p> <ul style="list-style-type: none"> • All: Share any equity impact stories (brief student anecdotes with context) that can be anonymized and included as ISER evidence. • Anniqua/Carlos: Aggregate quick metrics (circulation counts, turnaround) and a 2–3 sentence anonymized student quote for ISER. <p>Action Items</p>
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			<ul style="list-style-type: none"> • District / ITS: Share official AI policy & privacy guidance upon release. • Lindsey (ASLT): Plan hands-on AI workshops post-enablement; share “100 Ways to Use Gemini” resource with the committee. • All faculty/staff: Begin identifying low-risk productivity use cases (drafting, summarizing non-sensitive content). <p>Communications to Constituents (To Share Out)</p> <ul style="list-style-type: none"> • ISER evidence push: Final week to add links/notes; no Panopto—PDFs only; personal impact stories welcome. • Student tech access: Library laptop checkout active (100+ new units); free student printing available. • Classroom support: “Cheat sheet” posted in rooms; remind colleagues how to request tech support and where to find hours. • NEAT Boards: Usage monitored; units reallocated to maximize impact—contact your dean if your area has unmet need. • AI Tools: Gemini + Notebook LM coming soon, Canvas integration expected; avoid student PII; training sessions to follow.
<p>DEMO - Gemini Link to Presentation</p> 			<p>Demo — Google Gemini & Notebook LM (Presenter: Lindsey Irizarry)</p> <p>Context</p> <ul style="list-style-type: none"> • CCC—Google partnership expected to provide district-wide access; MOU under review. Imminent rollout; Gemini will be embedded in Canvas (opt-in). • Personal accounts can use gemini.google.com with limits; district plan will remove those limits. <p>Capabilities Highlighted</p> <ul style="list-style-type: none"> • Gemini assistant integrated into Docs/Sheets/Slides/Gmail for summarizing, drafting, charting, and image generation. • Notebook LM: Chat over uploaded Drive sources; create audio overviews; interactive Q&A tied to provided sources only. • “Deep research,” image generation, and workspace side-panel actions. <p>Privacy & Use Guidance (initial)</p> <ul style="list-style-type: none"> • Education instance has different data handling than public Gemini; avoid student PII (IDs, submissions).

			<ul style="list-style-type: none"> Tool remembers per-user history within account. District guidance/policy forthcoming. <p>Q&A</p> <ul style="list-style-type: none"> Divisional demos requested (HSS); to be scheduled after district enablement and policy guidance.
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Communications to Constituents (To Share Out)

- **ISER evidence push:** Final week to add links/notes; no Panopto—PDFs only; personal impact stories welcome.
- **Student tech access:** Library laptop checkout active (100+ new units); free student printing available.
- **Classroom support:** “Cheat sheet” posted in rooms; remind colleagues how to request tech support and where to find hours.
- **NEAT Boards:** Usage monitored; units reallocated to maximize impact—contact your dean if your area has unmet need.
- **AI Tools:** Gemini + Notebook LM coming soon, Canvas integration expected; avoid student PII; training sessions to follow.

Parking Lot

- Evidence for **biotech equipment access** via Library (slides/minutes).
- Links/documents for **smart classrooms, movable tech, digital signage**.
- **Adult school** funding pathways for additional devices.

Next Steps & Deadlines

- **Friday (soft stop):** Submit ISER corrections, links, PDFs, and anecdotes to Hyla / in-doc comments.
- **Post-soft stop:** Minor link hygiene only; formatting finalization begins.
- **Next Meeting: November** (date/time TBA). Agenda to include technology plan status review and 3-year planning prep. Members to propose items via reply to minutes email.

Next meeting:

November 5, 2025
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](#).