



Technology Committee Meeting Minutes

Wednesday, December 3, 2025

1:15-2:00 pm

13-337; 13-337; <https://smccd.zoom.us/j/83913362332?pwd=CsiN7o64pgjVbj3nkbM3jsXblssMEB.1>

Meeting ID: 839 1336 2332

Passcode: 592802

Technology Plan 2024-27

Agenda Item	Presenter	Time (min)	Notes
Introduction and Welcome Introduce yourself and tell us what your group would like to see accomplished in this meeting.	Nada, Lindsey, and Anniqua	15	<p>Anniqua Rana (co-chair) — wanted to ensure the committee got a Nectir AI demo for faculty, and to revisit the technology refresh process, including how it connects to program review tech requests.</p> <p>Dr. Ami Smith — wanted demos/new tech awareness and discussion of tech requests + how refresh fits.</p> <p>Keith Wan — wanted to see the Nectir AI demo, and discuss how to use AI effectively and ethically for students.</p> <p>Jaleh Naasz (BDW faculty rep) — wanted help understanding RSI metrics embedded in Canvas.</p> <p>Christopher Smith (Director of Web Services) — came to listen and see how he can support.</p> <p>Robyn Ledesma (BDW Division Assistant; Classified Senate) — wanted to hear the info/see the demos and figure out what to share back with classified / how to support faculty.</p> <p>Althea T. Kippes — wanted to learn about Nectir AI to incorporate into teaching, improve learning opportunities, and support student learning.</p> <p>Carlos Luna (Library) — wanted demos and to stay current with tech; also flagged a possible “Nectir” typo based on search results.</p>

			<p>Rance Bobo (MESA Director) — specifically wanted to see the Nectir demo.</p> <p>Allison Hughes (Instructional Designer) — excited to see Lindsey's Nectir AI demo.</p> <p>Nada Nekrep — wanted to wrap up the semester, address any pressing questions before break, and discuss how to restart efficiently.</p>
DEMO Nectir AI	Lindsey	20	<p>Lindsey demonstrated Nectar AI, a FERPA-compliant AI assistant that integrates directly into Canvas.</p> <p>Key features highlighted:</p> <ul style="list-style-type: none"> • Custom AI assistants trained only on selected course materials. • Faculty control over tone, scope, and level of assistance (e.g., guiding vs. giving answers). • Conversation starters to help students know what to ask. • Ability to limit AI knowledge to specific assignments or modules. • Analytics showing common student questions and usage patterns. <p>Use cases discussed:</p> <ul style="list-style-type: none"> • Course-level support for students (e.g., writing guidance, assignment clarification). • Department, library, writing center, counseling, and career center Canvas shells. • Support for classified staff working in instructional or student-facing roles. <p>Training plans:</p> <ul style="list-style-type: none"> • Workshops through Faculty Teaching & Learning. • DE office hours and 1:1 consultations. • Department- or division-specific demos upon request. • Emphasis that Nectar AI is intended to support—not replace—faculty, freeing time for deeper instructional engagement.
Program Review Tech requests	Anniqua and Ludmila	10	<p>Refresh process Technology Refresh Process 2025.docx</p> <p>Add the section about:</p>

			<p>https://canadacollege.edu/technologycommittee/docs/2020-2021/TechnologyRefreshProcess_Fall2020.pdf</p> <ul style="list-style-type: none"> Reviewed how technology requests connect to program review and the technology refresh process. Clarified three common scenarios: <ul style="list-style-type: none"> New hires receive standard technology through ITS (not a program review request). Existing equipment is maintained and replaced through the established technology refresh cycle. New or expanded technology needs (beyond standard replacement) must be submitted through program review and vetted for funding, ADA compliance, and long-term sustainability. Emphasized: <ul style="list-style-type: none"> Importance of planning requests well in advance due to vetting and procurement timelines. ITS maintains an inventory and collaborates with programs during refresh cycles to reassess future needs. Noted missing sections in the current technology refresh documentation (e.g., loss, theft, breakage) that need to be restored. Next steps: <ul style="list-style-type: none"> Updated documentation will be shared with the committee for review. Feedback will be discussed at a future meeting (February).
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Next meeting:

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](#).