

**Technology Learning Support Council**

**Minutes**

**Friday, October 18, 2024 at 1:00 p.m./ via Zoom & E-112**

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| **MEMBERS** | **Constituent Group**  | **Present** | **Absent** |
| 1. Chelsy Pham
 | Co-Chair | X |  |
| 1. Carol Hobson
 | Co-Chair | X |  |
| 1. Stephen Otero
 | Co-Chair | X |  |
| 1. Paul Chen
 | Director | X |  |
| 1. Maria Ceja
 | Director/Admin | x |  |
| 1. Marina Martinez
 | Director | X |  |
| 1. Carla Johnson
 | Director/Admin |  | X |
| 1. Dr. Guy Hanna
 | Dean |  | X |
| 1. Deborah Stephens
 | Faculty, Library | X |  |
| 1. Elizabeth Morales
 | Faculty | X |  |
| 1. Nancy Wheat
 | Faculty | X |  |
| 1. Cecilia Isabel Vazquez
 | Staff |  | X |
| 1. Jessica Tovar
 | Director |  | X |
| 1. Christopher Rodriguez
 | Student |  | X |
| 1. Bridget Rodriguez
 | Student |  | X |
| 1. Ana Gonzalez
 | Dean | X |  |
| 1. Jason Garrett
 | Director | X |  |

1. **Call Meeting to Order**

 1:00 p.m.

1. **Approval of Agenda**

Motioned by Carol Hobson, 2nd by Jason Garrett; Passed

1. **Approval of Minutes**

September 20, 2024 Minutes: Motioned by Elizabeth Morales, 2nd by Nancy Wheat; Passed

1. **Agenda Items**
	1. **Tech Council’s 3 Goals**

Dr. Pham reviewed the Tech Council’s three goals and will continue to provide updates on each goal during future meetings. Dr. Pham discussed the first goal: developing a repository for tools and information related to accessibility. The Accessibility Group will resume its meetings and begin gathering information.

The second goal is to create an annual technology survey for staff and students. Dr. Pham has been collaborating with Dr. Ting from the Office of Institutional Research to draft the survey. There will be two separate surveys: one for staff and faculty and another for students. The goal of these surveys is to identify areas for improvement and determine what modifications can enhance teaching and learning.

Initially, Dr. Pham will distribute the survey draft to the council members for their feedback and suggestions. Once the survey is approved, the Office of Institutional Research will finalize it and distribute it to the various constituent groups in the spring. Our council will then review the survey results and formulate action plans based on the findings.

Dr. Pham will distribute the survey with editing permissions and will review the edits at the next council meeting.

* 1. **Discuss Groups & Subcommittee Poll Results**

Dr. Pham elaborated on the AI Workgroup, emphasizing the necessity to prepare the college and establish appropriate guidelines.

The App Stream has been utilized since the ransomware attack. Dr. Pham will invite AWS to participate in the workgroup to discuss the challenges that faculty and students have been facing, as well as potential improvements for the App Stream. The ultimate goal of the App Stream is to bridge the digital divide.

* 1. **Tech Master Plan**

Dr. Pham discussed the approval of the Tech Master Plan by the board in January 2023. This plan is part of the accreditation report and requires a review and revision to align with the new accreditation standards. Currently, 30% of the Tech Master Plan has been completed, 44% is in progress, and 27 items have not yet been started. We can begin working on the remaining items once we receive the survey results. Dr. Pham will update the ITR webpage to make the Tech Master Plan accessible for viewing.

Dr. Pham discussed the Tech Master Plan is designed to support and align with the Strategic Goals and the Educational Master Plan. Both the Strategic Goals and the Educational Master Plan are currently being developed.

1. **Closing Comments/Adjournment**

The meeting adjourned at 1:26 p.m.

**NEXT MEETING(S)**

* **Friday, February 21, 2025 / 1:00 - 3:00 pm / Zoom and E-112**