Skyline College Technology Advisory Committee

Meeting Agenda — October 7, 2025

2:30-4:00 pm

Zoom: https://smccd.zoom.us/j/6326007828

2:30pm — Welcome/Introductions — Everyone

2:40pm — Feedback on Goals (draft) — **Chris**

1. Goal 1: Explore and compare the features, usability, and accessibility of Formstack, Google Forms, Microsoft Forms, and Excel to identify which tool best supports our data collection, workflow efficiency, reporting needs, and cost effectiveness.
2. Goal 2: Develop an exploratory framework to understand how Zoom, WebSmart, AI tools, Canvas, and instructional technologies interact, ensuring that technology supports rather than complicates teaching and learning.
3. Goal 3: Develop a data-informed approach to technology planning by designing and implementing surveys and feedback mechanisms to gather input from faculty, classified professionals, and instructional technologists on technology needs, training, and accessibility.
4. Goal 4: Ensure transparent and equitable access to technology by reviewing and recommending procedures that support equitable access to technology for faculty, classified professionals, and students, including standardized laptop replacement cycles, compatible hardware for classroom and labs, and access to educational instructional tools for teaching and learning.

3:00pm — Breakout Groups by Goal — **Chris**
1. Select a Goal
2. Work with your committee members to identify tasks the group would like to accomplish this academic year related to the goal
3. Moving forward, each TAC meeting will allow 30 minutes to work on goal tasks and share progress.

3:30pm — Share out from Breakout Groups — **Chris**

3:45pm — Feedback from constituent members. Remember to share the goals, tasks, and get feedback —**Everyone**