

Technology Advisory Committee

Meeting Notes – May 6, 2025

Agenda

1. Welcome/Introductions (everyone)
2. Postpone further development of Proposed DETAC Charter & Bylaws until Participatory Governance Handbook is published — Torria
3. Propose Name Change to DETAC to CGC
4. Update on SPARC request to recommend technology plan to CGC for adoption
5. Student Feedback Framework for Technology Concerns (Assoc. Students): “The Technology Advisory Committee will agendize the topic of a student feedback framework.”
6. ASU+GSV Summit - Torria
[University of North Florida Mission, Vision, Strategy Brochure](#) – AI Integration Strategy
7. TAC leadership change beginning Fall 25
8. Updates (everyone)

COMMITTEE MEMBERS	Torria Davis (co-chair), Kim Saccio (co-chair), Hinda Chalew, Nathan Jones, Hui Pate, Chris Smith, Will Minnich
GUESTS	

Agenda Item 1: Approval of notes	
DISCUSSION	Reviewed March meeting notes .
CONCLUSIONS	Approved.
Agenda Item 2. Postpone further development of Proposed DETAC Charter & Bylaws until Participatory Governance Handbook is published	
DISCUSSION	The updated Participatory Governance Handbook has not yet been released. Given that the guidance in this handbook will impact our proposed DETAC Charter and Bylaws, Torria proposed that we postpone further work on this document until the handbook is published. Nathan motioned, Will seconded.
CONCLUSIONS	Committee voted to postpone further development of DETAC Charter & Bylaws.
Agenda Item 3: Propose Name Change to DETAC to CGC	
DISCUSSION	Torria asked for committee approval to present a formal request to the CGC changing TAC name to Distance Education - Technology Advisory Committee (DETAC). Note that rationale was outlined in the October 1, 2024 TAC meeting , and the name/scope change was approved at that time. Hinda motioned

	<p>to approve approaching the CGC with the name change to DETAC; Hui seconded.</p> <p>Committee membership was also discussed. Given that TAC is a constituent committee, members should include representatives from each of the four campus community groups: Faculty, Staff, Students, and Administration. There are three vacancies in membership that need to be filled: Kinesiology, Associated Students, EAC/SESP (or Counseling? Khristin Godfrey is currently a member and faculty with EAC/SESP – in addition to Counseling). Torria will work on recruiting representatives from groups currently not represented on TAC before we reconvene in Fall 2025.</p>
CONCLUSIONS	Committee voted to present name-change request to the CGC.
Agenda Item 4: Update on SPARC request to recommend technology plan to CGC for adoption	
DISCUSSION	Torria presented 2024-29 Technology Plan to SPARC. They voted to approve the plan and recommended it for adoption to CGC.
CONCLUSIONS	Informational only.
Agenda Item 5: Student Feedback Framework for Technology Concerns (Assoc. Students): “The Technology Advisory Committee will agendize the topic of a student feedback framework.”	
DISCUSSION	Associated Students have requested a mechanism for requesting meeting topics and/or providing feedback to the TAC (in addition to current Associated Students liaison). Discussed ways to enable this and also allow the larger college community to request agenda items. Chris Smith suggested adding a submission form to the TAC website, using the SmartSheets platform. Kim agreed this would be a good solution.
CONCLUSIONS	We will create this form in Fall 2025. New instructional technologist (when hired) will need to build the form and add it to website.
Agenda Item 6: ASU+GSV Summit	
DISCUSSION	<ul style="list-style-type: none"> Chris S. and Kim shared DTLC Guidance on Plagiarism and Artificial Intelligence website. Chris also volunteered that the website is created with a template that we have access to – just need to request access via District ITS.
CONCLUSIONS	Informational only.
Agenda Item 7: TAC leadership change beginning Fall 2025	
DISCUSSION	<ul style="list-style-type: none"> Chris Collins and Kim Saccio will share the DETAC tri-chair role; a district ITS tri-chair will be identified; Torria Davis will continue in the role of tri-chair. Torria proposes that we have prep meetings with tri-chairs

	<p>before each meeting.</p> <ul style="list-style-type: none">• Some discussion re. status of TAC – Will guessed subcommittee of academic senate? Kim clarified we are a constituent committee (see discussion with Ingrid Vargas in March notes).• TAC membership is defined on our Committee Members page.• Technology Advisory Plan also defines TAC membership: “Membership includes faculty representatives from instructional divisions, the Distance Education Coordinator, Classified Professionals, Educational Assistance Center personnel, Media Services, administrators, Associated Students, and Information Technology Services (ITS)... General membership consists of representatives from the Associated Students of Skyline College (ASSC), Academic Senate, Classified Senate, Management Council, and ITS. The committee intentionally includes voices from instruction, student services, and students themselves to ensure broad representation.”• Discussion moved to how to align membership with description in technology plan and streamline number of members to improve participation and meeting attendance.	
CONCLUSIONS	Torria will confirm membership and update Excel spreadsheet – which Kim will use to update membership list on TAC website.	
Agenda Item 6: Announcements		
DISCUSSION	No announcements.	
CONCLUSIONS	Informational only.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Access Smartsheet and add a submission form to TAC website	Instructional Technologist (TBD)	TBD
Recruit missing constituent members for TAC	Torria	By first meeting in Fall 2025.