



## Technology Advisory Committee

Meeting Notes – February 3, 2026

### Agenda

1. Welcome and approve [Notes for December](#) (Chris C)
2. Update re. tri-chair (Torria)
3. Update re. tech plan (Torria)
4. SMCCCD AI Temperature Check/Website (Chris)
  - DAS Discussion on AI/Policy Monday, 2/9/2026 at 2:10 pm - 4:00 pm
  - [AI timeline on Padlet](#)
  - Webinar: Address the Challenging of Agentic AI 1/30/2026 at 1:00 pm - 2:30 pm
5. Reframing the AI Goal (Kim)
6. Meet in small groups, revisit and continue working on goals
7. Regroup and discuss
8. Updates / feedback on TAC goals from committee members
9. Adjourn

<b>Committee Members Present</b>	Torria Davis (ASLT dean, tri-chair), Chris Collins (DE coordinator, tri-chair), Hinda Chalew (Marketing), Perry Chen (Counseling), Chris Gibson (Mgmt Council), Michelle Hawkins (SSCA), Hui Pate (BEPP), Kim Saccio (DE coordinator), Chris Smith (District IT), Michael Song (STEM)
<b>Guests</b>	

<b>Agenda Item 1: Welcome and Approval of December minutes</b>	
<b>Discussion</b>	Hinda motioned to approve, Perry seconded.
<b>Conclusions</b>	Approved.
<b>Agenda Item 2: Update re. tri-chair</b>	
<b>Discussion</b>	Due to District ITS commitments, Yosef Demissie has not been able to participate as TAC tri-chair. He has stepped down, and Nancy Somjit, ASLT instructional technologist, has stepped in as TAC tri-chair.
<b>Conclusions</b>	Informational only.
<b>Agenda Item 3: Update re. technology plan</b>	
<b>Discussion</b>	SPARC has recommended adoption of the Skyline Technology Plan. The next step is to present the Tech Plan at CGC for first read/review in March and then adoption in April. We have submitted agenda items for both dates.
<b>Conclusions</b>	Informational only

**Agenda Item 4: SMCCCD AI Temperature Check/Website**

<b>Discussion</b>	<ul style="list-style-type: none"><li>• DAS Discussion on AI/Policy on the agenda for Monday, 2/9/2026 (meeting is 2:10 pm - 4:00 pm) Background: A student attended class wearing AI glasses.</li><li>• New resource collecting AI resources from across the district: <a href="#">AI Community of Practice website</a></li><li>• <a href="#">AI timeline on Padlet</a> This Padlet is an open resource to help track AI developments, challenges, and opportunities. We have added information and resources; please review the Padlet timeline and add additional cards as you discover new resources.</li><li>• CCC Webinar: Addressing the Challenging of Agentic AI 1/30/2026 at 1:00 pm - 2:30 pm. Resources from this webinar have been added to the AI Timeline on Padlet.</li><li>• 13<sup>th</sup> Annual SLO Symposium focused on AI. Kim attended, keynote was the highlight. She has added the slides for that presentation to the AI Timeline.</li></ul>
<b>Conclusions</b>	Informational only

**Agenda Item 5: Reframing the AI Goal**

<b>Discussion</b>	<p>Current AI Goal: “By April 2026, develop a draft conceptual framework for the use of Artificial Intelligence (AI) at Skyline College that incorporates input from faculty, staff, administrators, and students.”</p> <p>Given that there are AI initiatives at the District level, TAC tri-chairs decided to review current communications and resources before focusing on a draft for Skyline specifically. The information collected through that discovery process is included on the AI Timeline.</p> <p>Updated AI Goal: “By April 2026, develop curated communications and resources around Artificial Intelligence (AI) conversations at Skyline College that incorporate input from faculty, staff, administrators, and students.”</p>
<b>Conclusions</b>	Informational only.

**Agenda Item 6: Meet in Small Groups revisit and continue working on goals — Breakout rooms**

	<p><b>Group 1:</b> “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.”</p> <p>Breakout room participants: Chris G., Torria</p> <p><b>Group 2:</b> “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.”</p> <p>Breakout room participants: Chris S., Hui, Michael</p> <p><b>Group 3:</b> “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.”</p> <p>Breakout room participants: Perry, Chris C.</p> <p><b>Group 4:</b> “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.”</p> <p>Breakout room participants: Michelle, Hinda</p>
<b>Conclusions</b>	Informational only.

#### Agenda Item 7: Regroup and discuss

	<p>Group 1, Chris G:</p> <p>One of our goals for February was to find comparative data on Google forms, Microsoft forms and Formstack – and we did that. Chris Smith offered to vet the information, so I will get it to him. get that to him. The other goal for February was to develop key questions for a survey of people who use the three products, in coordination with PRIE. Today we came up with a draft to provide to PRIE for review and feedback on questions and survey design.</p> <p>Group 2, Michael:</p> <p>We are taking UI-UX approach to our exploratory framework that incorporates use-case personas. We are developing a flowchart or outline for how different constituent groups use technologies, focusing on the workflow of different user groups. This will facilitate identification of gaps and what is needed from Skyline or District. The goal is to build a generalized model that constituents can use to determine what they need.</p>

	<p>Group 3, Perry: They have a sample draft survey re. media services and how they support events. Today they reviewed and updated that survey. Next steps are to get feedback from ITS, then invite PRIE to join them during the March meeting to fine-tune the survey. They hope to deploy it on April Flex Day.</p> <p>Group 4, Hinda and Michelle: They began fresh, by reviewing the current draft Tech Plan, since no ongoing members of group 4 were present today. Group 4 is addressing the equitable access of technology for faculty, staff and students. One of the challenges is that the processes and procedures related to that are not communicated. They gave the example of how the Tech Plan sets the laptop renewal cycle at 4 years, but does not provide a mechanism for this. Group 4's current plan is to document current processes and procedures, and identify points where this process isn't working. They brought up specific examples such as faulty Epson projectors in classroom and difficulty obtaining Salesforce licenses. Also pointed out that the Skyline Library has become the defacto laptop provider for campus, and this process has never been discussed or included in a technology plan.</p> <p>Kim provided background: During the pandemic the Library was tasked with storing and managing technology loans to students and faculty, as an emergency measure. This practice has continued ever since.</p> <p>Hinda suggests that we as a team need to come up with suggestions that should show up in the plan, practical suggestions rather than theoretical.</p>
<b>Conclusions</b>	Informational only.
<b>Agenda Item 8: Updates / feedback from committee members - Everyone (as needed)</b>	
<b>Discussion</b>	<p>Michelle asked about newly installed Epson projectors in Bldg 1 that are failing, and noted she has heard of persistent issues with these projectors across campus. They have reached out to Media Services and District ITS multiple times.</p> <p>Hui asked about timetable for updating computer labs.</p>
<b>Conclusions</b>	Torria asked committee members to email her directly with issues such as Epson projectors and updates needed to computer labs.
<b>Agenda Item 9: Adjourn</b>	
<b>Discussion</b>	n/a
<b>Conclusions</b>	Informational only.

Action Items	Person Responsible	Deadline