

Technology Advisory Committee

Meeting Notes – November 4, 2025

Agenda

1. Welcome/Introductions (Kim Saccio, filling in for Chris Collins)
2. Approve meeting notes for [September](#) and [October](#) 2025 (Kim)
3. AI SMART Goal (Draft): “Develop a draft conceptual framework for AI at Skyline College that is inclusive of the campus community by April 2026.”
 1. Task: Develop a conceptual framework
 2. Potential Action Steps.

Look at models of frameworks in higher ed from...

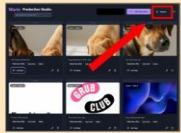
 - a. [Community college system](#) (Torria)
 - b. [Unity Environmental University](#) (Kim)
 - c. [Artificial Intelligence at UNF](#) (Torria)
 - d. [DTLC Guidance on Plagiarism and AI](#) (Kim)
4. TAC Goal breakout rooms (Torria)
 - a. Revise goal to include elements of SMART Goals below:
 - **Specific** – Clearly defines what will be accomplished [draft a an AI conceptual framework].
 - **Measurable** – Includes criteria to track progress and confirm completion [Completion of the draft with documented community input].
 - **Achievable** – Realistic and attainable given resources and constraints [Feasible within the given timeframe].
 - **Relevant** – Consider how they are aligned with broader objectives, priorities, or values like the Ed Master Plan [Supports inclusive and informed AI planning within the context of the draft technology plan].
 - **Time-bound** – Has a clear deadline or timeframe for completion [Due by April 2026].
 - b. Identify one task to complete by May 2025
 - b. If time is available, draft implementation steps
5. Share out SMART goals and tasks (Kim)
6. Updates (everyone)

Committee Members Present	Torria Davis (tri-chair), Kim Saccio, Ariel Katz, Brandon Gutierrez-Kitto, Ron Chand, Nancy Somjit, Nathan Jones, Michael Song, Perry Chan, Hui Pate, Emir Esfahani, Raudel Sandoval (assc rep), Chris Gibson
Guests	

Agenda Item 1: Welcome	
Discussion	n/a
Conclusions	Informational only.
Agenda Item 2: Approval of minutes	

Discussion	Approve meeting notes for September and October 2025
Conclusions	- September notes – Perry motioned, Nathan seconded. Approved. - October notes – Brandon motioned, Michael seconded. Approved
Agenda Item 3: AI SMART Goal (Draft): “Develop a draft conceptual framework for AI at Skyline College that is inclusive of the campus community by April 2026.”	
Discussion	Reviewed models of frameworks in higher ed: Community college system Unity Environmental University Artificial Intelligence at UNF DTLC Guidance on Plagiarism and AI
Conclusions	Informational only.
Agenda Item 4: TAC Goal breakout rooms	
Discussion	In breakout rooms corresponding to TAC Goals, revise your group’s goal to include elements of SMART Goals: Specific – Clearly defines what will be accomplished [draft a an AI conceptual framework]. Measurable – Includes criteria to track progress and confirm completion [Completion of the draft with documented community input]. Achievable – Realistic and attainable given resources and constraints [Feasible within the given timeframe]. Relevant – Consider how they are aligned with broader objectives, priorities, or values like the Ed Master Plan [Supports inclusive and informed AI planning within the context of the draft technology plan]. Time-bound – Has a clear deadline or timeframe for completion [Due by April 2026]. - Identify one task to complete by May 2025 - If time is available, draft implementation steps
Conclusions	Breakout rooms for goals 1, 2, and 3 were opened. (Team members for Goal 4 were not present.)
Agenda Item 5: Share out SMART goals and tasks	
Discussion	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. Ariel: “By April 2026, create a comparison table of 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.” - Tasks – specifics on how to start making a table. Talk to

	constituents about what features they use on these tools, what are they interested in. Chris G asked how the three survey tools (Formstack, Google Forms, Microsoft Forms) are related to Microsoft Excel. How are they connected? Torria explained that software such as Microsoft Forms collects the data that can be imported to Excel for analysis and visualization. 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. Ron Chand and Nathan: • Track how many faculty/staff use said technology and if there are common pinch points that they experience. Once the common issue is identified create relevant how-to manuals/or workshops to train and teach faculty/staff how to utilize the various technology platforms. • Use division/department meetings to have trainers come in and train up faculty/staff. This can better help faculty/staff in workflow and allow us to be resident experts in the technology that is being used. Torria encouraged team to come up with a SMART goal and identify a task to meet the goal. Revised SMART goal by end of meeting: • By April 2026, with the help of ITS ticket submissions we will learn the common pinch points using the various technology platforms and then we can have trainers come in to train up faculty/staff 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. Perry: • Goal is to collect relevant data. • Task - create a survey to deploy to Skyline faculty/staff by May 2026 to assess technology in three areas: needs (hardware, software, licenses, etc.), trainings, and accessibility issues. Note: For convenience, here is 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
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	laptop replacement cycles, compatible hardware for classroom and labs, and access to educational instructional tools for teaching and learning.”
Conclusions	Discussion only.
Agenda Item 6: Updates	
Discussion	Perry shared that a friend is developing Marin AI, a tool that turns still images into video. In addition to creating short video based off of stills, it can do full video generation for B-roll using prompts (eg car racing down street in the rain). He showed us a quick demo, and followed up with a screenshot: Start with an image Turn it into a video shot Organize, edit, & export 1. Upload an image or generate an image  2. Optional: edit image with prompts 1. Make a description of your shot and choose a camera angle  2. Use the AI chat to describe what you want to happen in your shot  3. Optional: edit and iterate on the video 1. Edit and re-arrange shots on your storyboard 2. When you're ready, export your finished video!  Kim shared that the District has applied for the next cohort of the CCC Accessibility Center’s Accessibility Capability Maturity Model program (could be as early as Spring 2026, but more likely Fall 2026). The District Web Accessibility Task Force will be involved in this initiative; Kim will provide updates to TAC. Torria shared her experience with Gamma, an AI tool that creates images and presentations. She also demonstrated a video that she made with Hey Gen using only a single photo and audio narration to create a video. Torria also announced the formation of Skyline’s own Distance Education Advisory Committee, which is an Academic Senate subcommittee. Meetings are the second Tuesdays of each month, 2:30-3:45. The Skyline DEAC website is still under development. Given the DEAC’s instructional focus, TAC will focus on student support in terms of productivity tools that people might be interested in. She framed TAC as a place where we can have vendors of interest do demos and talk to us about the technologies that we're interested in. She asked TAC members to imagine themselves being engaged in those kind of technologies throughout campus.

Conclusions	Informational only.		
Action Items	Person Responsible	Deadline	
No action items from this meeting.			