College of San Mateo

Technology Advisory Committee

Committee membership: Tarana Chapple, Mike Holtzclaw, Robin Lee, Yoseph Demissie, Annette Perot, Alexis Arreola, Erica Reynolds, Ellie Tayag, Jia Chung, David McLain, Peter von Bleichert, Marisol Quevedo, Judy Lariviere, Kamran Eftekhari

2021-2022 Technology Advisory Committee (TAC) Meetings

Date: August 31, 2021 1:00 – 2:30

Agenda Topic and Brief Description	High Priority Information Discussion Follow-up Action	Lead(s)	Estimated Time	Reference Documents and/or Links	Requested Documents	Notes, Summary of Discussion, Action Items and/or Follow-up Required
Check in	Info	All	15 Min.			
Reminder – Structure of meetings	Info	Tarana	3 min.			1 – Check-in, goals, allocating tasks 2 working meetings 1 wrap up meeting
Goals - Complete Tech Plan - Request/Hire? Accessibility Specialist	Discussion	All	30 min.			Create a calendar for completion of the Tech Plan
Task allocation	Discussion	All	10 min.			
Website update	Discussion	All	20 min.		Pete has proposed design	