

Technology Advisory Committee

Meeting Notes – November 24, 2025

Virtual ZOOM 2:00 – 3:00pm

Attendees:	Tarana Chapple, Annette Perot, Alicia Frangos, Monique Nakagawa, Erica Reynolds, Jeremiah David, Danni Redding, Angela Zepeda
Guests:	Bryan Swartout

Topic:	Comments:
Introductions	
TAC Plan and SWOT Analysis	<p>Decision made to defer the SWOT analysis until survey results are available.</p> <p>Rationale:</p> <ul style="list-style-type: none">• Survey data will provide more accurate and relevant input.
Faculty & Staff Technology Survey Review	<p>The committee reviewed the 2021 survey and agreed revisions are needed.</p> <p>Key improvements discussed:</p> <ul style="list-style-type: none">• Streamlining questions• Ensure accessibility, including eliminating matrix-style questions incompatible with screen readers• Shift from product-based listings to category- and task-based groupings <p>Agreement to limit the survey to approximately 5–6 questions.</p> <p><u>Revisions agreed upon:</u></p> <ul style="list-style-type: none">• Combine satisfaction and unmet-needs questions using conditional logic• Replace long lists of tools with high-level categories, such as:

	<ul style="list-style-type: none"> ○ Instructional technologies (e.g., Canvas) ○ Forms & surveys ○ Student services tools ○ Data & reporting tools ○ AI tools and practices ○ Design/marketing tools (e.g., Canva, Adobe Express) ● One open-ended feedback question for additional comments
Professional Development & Training Topics	<ul style="list-style-type: none"> ● Emphasis on asking what respondents want to do, rather than naming every platform. ● Consensus that categories with examples in parentheses are preferable.
Survey Timeline & Coordination	<p>Marketing will assist with:</p> <ul style="list-style-type: none"> ○ Survey invitation language ○ Distribution logistics <p>Survey results expected early Spring semester, in advance of the September site visit.</p>
Student Technology Survey	<p>Student survey not finalized due to time constraints.</p> <p>Student representative emphasized:</p> <ul style="list-style-type: none"> ○ Clear explanation of purpose and impact is critical for student engagement ○ Survey length should remain short (approximately 5–6 questions) ○ Messaging should convey urgency and relevance

	Student survey will be developed collaboratively via email prior to distribution.
Next Steps	<ul style="list-style-type: none">• Draft revised Faculty & Staff survey• Coordinate survey programming and marketing language• Coordinate survey distribution with Marketing