

Meeting Minutes

Wednesday, September 9, 2026

Library Conference Room (LIB 275, 2nd floor)

Call to Order – 10:10am

- **Present:** Robin Daniels, Gary Huff, Matthew Kiaman, Kas Metzler, Daniel Phillips, Kaelyn Rodriguez, Alberto Romero
- **Not Present:** Lynn Dickinson, Luis Jauregui, Keena Mosley

Public Comments (2 min.)

- No members of the public present.

Announcements

- Kaelyn shared that there will be an Art Department Living Echoes Reception at the Barrett Art Gallery on October 13th at the Performing Art Center campus.

Information Items

- Committee Scope and Function
 - Gary shared the [current scope and function of the committee](#). No suggestions for changes were presented. Committee members were advised that updates to the scope and functions is a discussion item that can be agendaized as needed and will be reviewed at the start of each academic year.
- Brown Act
 - Gary provided a concise overview of the Brown Act and how it applies to the committee.
- AI Professional Development and Related Trainings
 - CCCCO Reimaging Assessments Webinar Series. Kick-off session on this on September 29: What does assessment of student work look like in a world with AI? [View the upcoming sessions and registration link](#).
 - There are numerous AI training playlists available from the [Vision Resource Center](#). Committee members are asked to share this with their colleagues. Notable videos include: AI Literacy and Readiness; AI for Student Support, Equity, and Workforce Development; AI for Data, Research & Decision-Making; AI Foundations for Higher Education Professionals.

Discussion Items

- In future meetings, the committee will be asked to review and provide feedback on various DPAC Technology Planning Committee and AI Workgroup projects, including drafts of Board Policy 3775, Administrative Regulation 3775, Google Accelerator, Process for New Technology Tool Approval
 - Google Accelerator (Gemini and Notebook LM) approved on behalf of the college. Our IT Team is working to enable it for employees. Information on the roll out process should be forthcoming soon. Clarification was requested about whether access will continue to students or not.
 - Technology Tool approval process: Exploring the Los Angeles Regional Consortium (LARC) [Evaluating Artificial Intelligence Tools in an Academic Setting Rubric](#). This document may be referenced in future processes. Committee members were encouraged to review this document.
- Campus-wide technology initiatives and updates
 - [Accessibility/UDL Ambassadors & Coaches](#)
 - Supporting accessible and universally designed learning experiences through peer coaching and campus ambassadors who promote inclusive course design and assist faculty in implementing UDL principles across disciplines.
- Committee membership and goals for this semester
 - Kaz suggested creating a survey for the Spring semester to assess faculty and student technology needs/feedback.
 - Agendize reviewing and potentially updating the guiding documents we created last year.
 - Question from Robin about captioning videos. Matthew located a link that may be helpful. <https://ccctechconnect.zendesk.com/hc/en-us/articles/360050514234-Captions-for-Your-Media>

Adjournment. – 11:05AM Motion by Kaz and second by Kaelyn. Next meeting October 14, 2026.