Santa Monica College Technology Planning Committee

Meeting Minutes

Date & Time: May 21, 2026 – 01:00 p.m. to 02:30 p.m.
Location: Information Technology & Media Center – Room M207 (2nd Floor)
Present: Ashley Chen, Gary Huff, Yuriy Karpman, Philip Lantz, Dan Rojas, Esau Tovar, Cindy Ordaz (interested party)
Not Present: Ernesto Barba, Denise Henninger, Matt Larcin, Calvin Madlock, Christine Miller

I. Call to Order

a. Meeting called to order at 1:03pm

II. Approval of Minutes **from 05/21/2026**

a. Minutes approved unanimously

III. Announcements (ISC, DE, Student (AS), Classified, Managers, other)

a. None

IV. Reports

a. None

V. Old Business

a. CCC State Chancellor's Office Initiatives

i **CVC Exchange** - There are multiple phases involved in the rollout of this project. Adding SMC classes to the searchable catalog in the Exchange is already completed. Opening enrollment to Exchange students is targeted for winter. A&R (with Counseling feedback) is developing a draft welcome letter to be sent to exchange students upon enrollment.

ii **Google Accelerator -** The President has approved the college's participation in the Google Accelerator Program. IT is working to determine the process and timeline for provisioning faculty and staff with Google accounts. The project also includes about 500 licenses for certification training. IT is looking into, as is the AS Instructional Tech and AI Committee, training material on 1) data privacy and security and 2) how to effectively and ethically use the tools. It was stated that should explore materials that may be available from other colleges who have already participated in the project.

b. Campus Information Security Update/s

i **October is Cyber Security Awareness Month** - IT will begin promoting the use of passkeys as Microsoft tries to eliminate SMS and Phone verifications. Hardware keys are still available for people, as needed.

c. Technology Strategic Planning Update/s

i **Disaster Plan roadmap –** Similar to work that has been done in Distance Education, IT is working to build a framework to develop a continuity plan for the campus in the event of various emergency situations.

ii **Shift from Citrix to Azure Virtual Desktops Complete –** As part of the transition, IT is messaging the campus community on how to save documents to OneDrive accounts within the virtual environment.

iii **Transition to CCC Start** - When the college transitions to CCC Start, planned launch July 2027, all applicants will be required to verify their identity when they submit an application to the system. Those who choose not to do so can verify their identity on campus. Only the type of identification used is recorded. The new identify verification processes will not apply for Emeritus and Continuing Education enrollment.

d. SMC Campus AI Workgroup Update

i. BP 3775 – Acceptable Use of Gen AI – Draft – The committee reviewed the current draft. of the draft Board Policy. Feedback was shared by committee members and interested parties to inform revisions and updates. Committee members agreed to email additional feedback to committee co-chair and an updated draft reflecting recent comments will be sent out by October 1 for review and feedback from CSEA, FA, Academic Senate, and the Management Association. Comments from each of these groups will be shared at the next meeting.

VI. New Business

a. Email Archiving and Retention Policies

i Like what we experienced with Zoom storage policies, IT is working to establish processes and guidelines around SMC email archiving and retention to ensure data caps are not exceeded. Additional information will be forthcoming.

b. Establish Meeting Dates for 2026-2027

i The committee will meet on the 3rd Thursday of each month. Future meeting dates for the current academic year include 10/15, 11/19, 12/17, 1/21, 2/18, 3/18, 4/15, and 5/20.

VII. Future Business Items (Each of the items below were tabled for future meetings)

a. Software/Application Data Governance
b. ACMM (Accessibility Capability Maturity Model)
c. Review/update Annual Goals / Vision / Duties

VIII. Adjournment