



October 15<sup>th</sup>, 2025

2:00PM-3:00PM

Location: Zoom

## Technology Planning Committee

### Agenda:

- ❖ Welcome and Introductions
  - ✚ Wayne Webster – Chair Administration
  - ✚ Will Breitbach – Co-Chair Administration
  - ✚ John Lutkemeier – Administration
  - ✚ Mae Hammond – Classified
  - ✚ Madison Zimmerman – Classified
  - ✚ Randy Reed – Faculty
  - ✚ Larry Grandy – Faculty
  - ✚ Mia Wallace – Student

### Informational:

- ❖ Committee Member updates (as relevant to committee)
  - The group Welcomed Mia, the new student representative. She shared that she is majoring in physics.
  - John said they are working on moving computers to windows 11. There were some weaknesses with Adobe that were just discovered and they are working to address these issues.
- ❖ AI Related updates – Will/Wayne
  - BPs and APs – Wayne reported that the AI landscape is rapidly evolving and that work is underway on a new BP/AP specific to AI, including updates to AP 3375. Wayne will share examples of AI policies from other colleges with the group. There is a growing need for students to receive AI training, and Shasta College is progressing more quickly than many institutions in developing AI guidelines. Current BPs primarily address information security and outline what should not be entered into AI systems to protect students and staff; the student code of conduct also includes relevant AI-related expectations. Will also noted that the Academic Senate is taking up an additional AP related to AI.
  - AI and Instruction – Will is leading a group called AI Ambassadors, and they are currently working on assignments for faculty to help stay on track with accessibility for their students.

- AI Infrastructure – Wayne shared that the Governor signed an MOU granting CSU access to OpenAI tools, while Google provided its AI platform to some community colleges. The district is exploring available options, including what Microsoft may offer, though Microsoft appears unaware of the MOU and currently has no comparable platform. Wayne is preparing a presentation for the district, and while a vendor selection is being considered, the group is waiting to see whether Microsoft develops an option.

### **Action/Discussion:**

- ❖ Approval of the Minutes – April 22, 2025, Madison moved to approve and Larry seconds. All approve. No abstentions.
- ❖ Close 2022-2025 Technology Master Plan
  - [Technology Master Plan Goal Tracking](#) – there are a few items that need addressing, 2.1, 2.3, and 4.4.
- ❖ [Finalize Draft 2025-2028 Technology Strategic Plan](#)
  - **Tracking Accomplishments and Staying on Track**  
Will reviewed and made updates based on prior feedback and confirmed that recommended revisions from the Deans and Student Services have been incorporated.

For Section 2.3, it was noted that online student orientation could also include cybersecurity training, Canvas training, and AI literacy training. Although all students are required to complete orientation, it is not enforced, meaning returning students may miss the new content. Mae can modify the online orientation and will discuss potential additions with James.

In Section 3.2 (Use of Facilities), John raised questions regarding system usage. Destinee is currently exploring alternatives to Ad Astra. Madison noted issues with student licensing limits. Wayne clarified that all students should at least have an A1 license, while A3 and A5 licenses cover program-specific needs and are more costly. License totals are tied to FTE. There was discussion about removing licenses from inactive students; Wayne will bring more information, including data-expiration timelines, to the next meeting. The group believes student email access may be removed after two years of inactivity.

The committee agreed to hold off on sending the document to College Council at this time. Next meeting will be scheduled to finalize this plan before Thanksgiving break. The goal is to add this to the College Council agenda before the end of the fall semester.

- ❖ Next Meeting Date: November 19<sup>th</sup>, 2025 @ 2pm - *Cancelled*
- ❖ Adjourn: 2:48 PM