Information Technology Committee
Minutes for:

April 26, 2024
10:10 a.m. to 11:00 a.m.

Call to Order: Jon Farmer

Attendees: Jon Farmer, Xiaohong Li, Amar Abbott, Abbas Jarrahian, David Reynolds, Gustavo Gonzalez, John Dodson, Kyle Webster, Terri Smith, Rafael Andrade, Mark Gibson, and Damon Bell

Absent: Tiffany Rawden, Allisa Tweedy

Approval of Minutes

- Approval of March Minutes: Amar Abbott abstained from the vote.
- The committee unanimously approves the March minutes.

Action Item

- Technology Master Plan – 1 Year Extension
  - Xiaohong proposed extending the one-year master plan by an additional year to include accessibility and cybersecurity. She also mentioned that we are waiting for guidance from the Education Master Plan, with the Education Master Plan expected to be completed in November. David Reynolds inquired if there are any state-mandated accessibility requirements that need to be implemented. Xiaohong responded that while there are no specific requirements, they are exploring practices in other colleges. Damon Bell asked about funding for the technology master plan, to which Xiaohong replied that she was not aware of the specific budget. Terri Smith inquired if the college will assume responsibility for the cost of computer equipment moving forward. Damon Bell suggested that this should be the direction the college considers pursuing.
  - Amar Abbott moved to approve the extension of the Technology Master Plan for one year. Terri Smith seconded the motion, and it passed unanimously.

Discussion Items
- AV System Shut Down

- o Mark was monitoring the AV systems in the Science and Tech Art buildings when he and the IT department discovered that a patch had been installed by the vendor without notifying TC about a related power outage. Previously, the system would automatically shut down at 10 p.m., but Xiaohong noted that this sometimes prevented faculty from turning it on in the morning. Xiaohong asked the committee whether they should reinstate the forced shutdown, risking issues in the morning, or request that faculty ensure the system is powered down if they are the last to teach in the evening. Several members expressed concerns about relying on faculty for shutdowns. The committee discussed various solutions, with Kyle Webster suggesting that janitorial staff could ensure the equipment is turned off at the end of the day.
  - o Xiaohong mentioned that Rafael will be trained to assist with the AV system, with the training estimated to take place during the summer. She also raised the question of whether we should consider purchasing a maintenance plan to regularly check the system.
- Committee Self-Evaluation
  - o Review 2023-24 Goals
    - It was noted that one goal has been completed, while two others remain in progress.
  - o Set 2024-25 Goals
    - Xiaohong recommended that improving cybersecurity remain a goal for 2024-2025 and that the professional development budget for IT and DE staff be maintained to support this, with a focus on cybersecurity training. Members raised the question of where the funding for this training would come from. Damon suggested that the PD funding become a permanent funding for both IT and DE. It was also suggested that reviewing the "Acceptable Use Policy" be included as a goal. Amar Abbott proposed attaching an end-of-life policy to the discussion as well.

- ITS Updates
  - o Xiaohong noted that there are still minor issues with Banner 9.
  - o Additionally, 2FA (Two-Factor Authentication) was discussed and will be enforced during the summer and fall semesters in phases. Implementation will begin with Administration, followed by staff, faculty, and finally students. Xiaohong mentioned that staff and faculty will have the option to choose whether to use 2FA.
- DE Updates
  - o Jon announced that at the May Inservice, the switch from Respondus to HonorLock will be implemented.

Other Business
- Damon inquired whether both old and new ID cards are still required. It was noted that only the Veterans Center will need both types of ID cards.
- Xiaohong announced that she has received a scholarship for a yearlong program from the Chancellor's Office: the "Chief Technology Officer Program" certificate.

Adjourn: 10:55

Minutes Submitted by: Jon Farmer

Taft College Technology Strategic Plan

Outline

1. **College Mission, Vision, and Value**

2. **Introduction: Purpose of developing this plan**

3. **Technology Planning Participants and Development Process**

4. **Alignment with Other College Plan Goals**

5. **Technology Within the College/District**

   - Policies and Procedures

   - Staff

   - Hardware Inventory

   - Software Inventory

   - Network Infrastructure

   - Refresh Plan and Tech Equipment Purchase standards.

   - Cybersecurity

   - Accessibility

6. **Fundings and Budget**

7. **Current Challenges**

8. **Recommendations and Implementation Strategies**

9. **Appendices**

   - The Accreditation Technology Standards Alignment

   - College Educational Master Plan

   - Campus map

   - Technology Definitions in the Plan

QUESTIONS AND ANSWERS FOR THIS ASSIGNMENT

1. ## What are your goals in developing the plan? Who should be involved in the development of the plan?

The Technology plan is part of the college's integrated institutional planning. The purpose of this Plan is to

- aid the College in achieving the objectives outlined in the College Education Master Plan and support institutional effectiveness, equity and student success.
- emphasize meeting student and academic needs, fostering enhanced collaboration, and optimizing technology resource utilization.
- examine the current status of technology. then establish the groundwork for addressing the prioritization of technology and critical issues in deploying technology for instructional, student services, and administrative purposes.
- pinpoint areas where the College can enhance and broaden existing technology services and resources efficiently, with a focus on harnessing technology to uphold the College's mission.
- contains visions and recommendations for technological enrichment within the College that will occur over the next five years.

Who should be involved in the development process?

The Technology plan's development is a collaborative effort led by the Information Technology committee, involving various on-campus committees and departments such as Information Technology services, Financial Aid, Student Services, Instructional Service, Distance Education division, among others (see detail information on question # 5)

2. ## What source documents would you reference to ensure support and alignment for your college's mission , operations, programs and services?

The source documents should include:

a. College's Vision, Mission, and value.
b. College's Educational Master Plan
c. Budget and Financial reports
d. IT policies and Procedures
e. Feedback: survey results and meeting notes from stakeholders

f. Technology Inventory and infrastructure reports
g. Cybersecurity and Accessibility Compliance.
h. Professional development and training plan

3. What issues can technology address at the college/district?

- Staffing constraints and professional development
- Technology equity and inclusion
- Balance between Cybersecurity and Convenience
- Adapting to rapid technological changes

4. What would be the pros/cons of gathering community feedback to inform the plan? How would you solicit feedback?

- **Pros:**
  - Increase stakeholder engagement.
  - Transparency

- **Cons**
  - Time consuming and resource intensive
  - Challenge for managing conflicting priorities

- **Solicit feedback:**
  - surveys to employees and students.
  - holding multiple meetings across campus departments.
  - Focus group or taskforce

5. What shared governance groups, if any, would you present the plan to, and why?

The Technology Strategic Plan (TSP) should be originated from the Information Technology Committee (ITC) of the Governance Council. The process begins with an overview of the existing TSP by the ITC, followed by discussions and approval of the timeline and development process for the new TSP. Subsequently, the ITC generates ideas and contents for the TSP. The task of drafting the TSP will be then delegated to the Information

Technology Services (ITS) office. After reviewing the draft, the ITC will provide direction to ITS for adjustments to the layout and metrics.

Further, the ITC will conduct a Technology survey to all employee and students, while the ITS will hold multiple meetings with various campus departments to review the current TSP and establish new departmental goals based on recommendations and expertise. The ITS office then finalizes the modifications, culminating in the completion of the new TSP, which will be subsequently presented to and approved by the ITC.

Following ITC approval, the TSP will undergo presentation to the Governance Council and Academic Senate for their endorsement. Upon receiving recommendations from both bodies, the TSP will be presented to Superintendent/President and the Board of Trustees for final approval.

The reasons for presenting the TSP to those governance groups are:

- Accountability
- Transparency
- Collecting feedback and input to make improvements
- The plan can be better alignment with institutional goals based on experts' experiences.

6. How can you show that the activities in the plan directly support the mission and goals of the college/district.

First, the technology strategic plan must pinpoint strategic objectives that are in alignment with the College's mission and goals. Subsequently, it should outline how the proposed activities will facilitate the achievement of these identified objectives. Furthermore, the plan should delineate how the adoption of technology will bolster the College's growth, foster innovation, and ensure sustainability for future success and competitiveness. Additionally, integrating stakeholders' perspectives and highlighting priorities based on available resources are crucial components of the plan.

AI Use at WHCCD: Guidelines and Considerations

Introduction

This document aims to provide some general guidelines and considerations around the use of artificial intelligence at West Hills Community College District. Legislation and regulations around the use of AI are still in their infancy, so absent any official policy or procedure, this document is intended to highlight key considerations and prompt conversations around the deployment and use of AI. While AI can enhance the quality and effectiveness of teaching and learning, student support, and institutional operations in community colleges, AI poses ethical, social, and technical challenges that must be addressed carefully and cautiously.

Some definitions of key terms related to AI are provided below to establish a common understanding of terms. Additional terms can be found here: https://westhills.cc/4b3qisw

- **Artificial Intelligence (AI)** - The simulation of human intelligence processes by machines, especially computer systems. These processes include learning, reasoning, and self-correction.
- **Generative AI** - AI systems that can create new content, such as text, images, and music, based on the data they have been trained on. Examples include GPT-4 for text generation and DALL-E for image creation.
- **Machine Learning (ML)** - A subset of AI that uses algorithms and statistical models to enable computers to perform tasks without explicit instructions by relying on patterns and inference.

AI Use Considerations and Guidelines

- **Ethical and Responsible AI Use:**

  - Align AI initiatives with the mission, vision, and values of WHCCD.
  - Ensure that AI is used to support and augment human capabilities.
  - Promote equity, diversity, and inclusion in designing, developing, and deploying AI systems.
  - Respect the privacy, security, and consent of students, faculty, staff, and stakeholders.
  - Avoid submitting protected and confidential data to third-party AI tools and systems.
  - Ensure the transparency, explainability, and accountability of AI systems and their outcomes.
  - Adhere to the ethical principles and guidelines of professional associations and organizations related to AI and education.
  - Reducing the likelihood of bias
  - Safeguard Intellectual property

- **Human-Centered AI Development:**

  - Adopt a human-centered and participatory approach to AI development and implementation.
  - Involve students, faculty, staff, and stakeholders in the co-design, co-creation, and co-evaluation of AI systems.

- o Provide clear and transparent information and communication about the AI systems' purpose, function, and limitations.
- o Collective bargaining implications (function replacement, augmentation, upskilling).

- **AI Education and Professional Development:**

  - o Provide ongoing education and training on AI for students, faculty, staff, and stakeholders.
  - o Consult with relevant experts, practitioners, and communities of practice on AI best practices and standards.

- **AI System Management and Infrastructure:**

  - o Monitor and evaluate the impact and effectiveness of AI systems and adjust them as needed.
  - o Use open, interoperable, and accessible AI platforms and tools that are compatible with WHCCD's infrastructure and resources.

Recommendations for Continued Development

- Create opportunities for innovation, collaboration, and the dissemination of AI-related knowledge and practices.
- Establish an AI governance process within the Technology Committees, which involves representatives from different groups and levels of WHCCD.
  - o Develop a process to conduct a needs assessment and a feasibility study before adopting or developing any AI system.
  - o Develop an understanding of how our data is used in third-party systems.
  - o Adapt the software renewal process to include considerations for AI tools and products.
- Develop finer-grain recommendations and considerations by functional area (i.e., faculty, students, administrative and support functions).
- Continue to review and monitor the legislation and regulation at the state, federal, and international levels that affect AI use and development.
  - o Analyze the implications and challenges of complying with different legal frameworks and standards.
  - o Identify the gaps and opportunities for community colleges to influence and shape the AI policy agenda.

Additional Resources

AI, especially generative AI, is an emerging field of research; below are some resources that may be of interest in helping to deploy AI tools in a responsible manner.

- AI Readiness Framework
- Ethical AI for Teaching and Learning (Cornell University)
- How Higher Ed Can Adapt to the Challenges of AI (chronicle.com)

Current Legislative and Regulatory Landscape

- As of June 2024, here is a list of significant AI-related legislation currently being tracked.
    - California
    - [SB 313](#) - Create an Office of AI to oversee AI use by state agencies (not necessarily applicable to CCCs).
    - Current Status 2/1/2024: Failed, returned to Secretary of Senate
    - [AB 331](#) - Automated Decision Tools
    - Current Status 2/1/2024: Failed.
    - [SB 721](#) - California Interagency AI Working Group (input from citizens)
    - Current Status 2/1/2024: In Progress
- Federal AI Bill of Rights - https://whitehouse.gov/ostp/ai-bill-of-rights/
- [SV 1103](#) in Connecticut -– Passed in 2023
- [EU - AI Act](#) - Adopted Match 2024