Technology Advisory Group (TAG) Committee MINUTES: Tuesday, October 22, 2024, 2:00 – 3:00 pm
In Person: Conference Room LLIB-215 (Pittsburg Campus – Library Building) & BRT-125 (Brentwood)
Via ZOOM – https://4cd.zoom.us/j/4288613703 | Meeting ID: 428 861 3703 | Phone Audio: 1 (669) 900 6833

Members (Attended): Carl Chiu (Chair), Bob Estrada, Eloine Chapman, Courtney Diputado, Roseann Erwin, Sophia Ramirez
Guest: Sara Toruno-Conley
Note taker: Mika Mobley

Item #	Topic/Activity	Lead	Handouts/Reference Materials	Outcome*
1.	**Public Comment**	C. Chiu		Meeting Attendance: 5 out of 5 members, quorum qualified. 1 Guests joined – Sara.
2.	• Approve membership of online participation • Approve: Agenda for Tuesday October 22nd • Approve: Minutes for Tuesday September 24th	C. Chiu		No member to participate online. Agenda approved – 1st motion B. Estrada, 2nd motion E. Chapman: 3 Votes, 0 opposed. Minutes approved – 1st motion B. Estrada, 2nd motion E. Chapman: 3 Votes, 0 opposed.
3.	**Standing Items**		Technology Advisory Group (losmedanos.edu)	
	3a. Membership Review	C. Chiu		Roseann Erwin joined as a new Academic Senate member
	3b. Committee Charge Review	C. Chiu		No Update
4.	**Old Business**			
	• Instructional fleet	C. Chiu		Carl shared his presentation at the Academic Senate.
5.	**New Business**			
	• AI software and AI Task Team (workgroup description and updates)	C. Diputado		Courtney shared discussion by AI Task Force that reports to Academic Senate and suggested of TAG involvement. Committee discussed about TAG charges for review process of instructional technology.
	• Districtwide Distance Education Council Draft – Canvas Integration Request Form	C. Diputado		Courtney informed us about Canvas Integration Request Form. Roseann shared about District AI Task group. Dean of Brentwood in distance, education and library was suggested to get involved in the procedure of review process of instructional technology.
6.	**Summary of report out to Constituency Groups**	(committee members)		

Technology Advisory Group (TAG) Committee MINUTES: Tuesday, October 22, 2024, 2:00 – 3:00 pm
In Person: Conference Room LLIB-215 (Pittsburg Campus – Library Building) & BRT-125 (Brentwood)
Via ZOOM – https://4cd.zoom.us/j/4288613703 | Meeting ID: 428 861 3703 | Phone Audio: 1 (669) 900 6833

Members (Attended): Carl Chiu (Chair), Bob Estrada, Eloine Chapman, Courtney Diputado, Roseann Erwin, Sophia Ramirez
Guest: Sara Toruno-Conley
Note taker: Mika Mobley

7.	Next Steps and Future Agenda Items	C. Chiu		
8.	Adjourn Meeting	C. Chiu		At 2:48 pm
	NEXT MEETING: 4th Tuesday of the month, February 25th, 2025 2:00 – 3:00 pm			

*List the intended outcome for each agenda item as "Information," "Discussion," and/or "Action."

†If there is a related document being reviewed, indicate "first read" or "second read."