

Meeting Minutes
February 12, 2026
10:30 AM – 12:00 PM

MEMBERS:

VOTING – List full name below and identify which constituency group each individual represents (Faculty, Classified, Students, Admin)			
	Courtney Brown (faculty)	X	Ron Perez (classified)
	Egbert Higinio (faculty)	X	Maria Suarez (faculty)
X	Mitra Mofidi (faculty)	X	Adoria Williams (Library Chair)
X	Nathan Pellegrin (admin)		Faculty member (ADA Coordinator, vacant)
X	Edwin Towle (faculty)		Classified member (vacant)
NON-VOTING – List full name below and identify which constituency group each individual represents (Faculty, Classified, Students, Admin)			
X	David Johnson (President)		Lisa Cook (Vice President of Instruction)
			Lilia Chavez (Vice President of Student Services)

GUESTS: Christopher Moore, Director of IT (Peralta CCD)

Agenda Item	Discussion Notes	Action Items / Motions
I. Call to Order	The meeting was called to order by Nathan Pellegrin at 10:36 AM. A quorum was confirmed with four members present initially; an additional member later joined. Nathan noted he could remain only until 11:00 AM due to another commitment. Recording of the meeting was initiated.	None
II. Agenda Review, Changes and Adoption	The agenda was presented and reviewed. Nathan highlighted the key action items: (1) update on the Technology Refresh Project and (2) discussion of a faculty request regarding Honorlock or similar proctoring software. Standing items related to committee goals were also noted. No changes were proposed.	Motion: Approve agenda (Ron Perez). Second: Maria C. Suarez. Result: Approved unanimously with no objections.
III. Approval of Minutes	The committee noted that the previous meeting did not reach quorum, and therefore no official minutes were available for approval. This item was skipped.	None
IV.a. Update on Technology Refresh Project	Director Chris Moore provided an update on the district technology refresh initiative. Lab computer updates are largely complete, with only minor work remaining in one lab. The project has now moved into the next phase involving faculty and staff computer replacements, which require scheduling with individual users due to data backup and migration needs. The refresh process prioritizes devices based on age of equipment, replacing the oldest computers first. Additional technology projects underway include: • Smart classroom refresh initiative – vendor assessment of existing classrooms completed; plan to design a standardized “model classroom” configuration (including projectors, computers, and equipment) to be deployed across campuses once approved. • Digital signage project – currently in the planning and site assessment stage to determine optimal campus locations and infrastructure needs (power/network). Committee members asked questions about prioritization of refresh work and whether library computers were included in the project; Director Moore agreed to follow up regarding the library.	Action Item: Director Moore will verify whether library computers are included in the refresh project and report back to the committee.

IV.b. Review of Resource Requests / Honorlock Discussion	The committee discussed a faculty request (submitted by Sun Yongbang) to consider acquiring Honorlock, an online proctoring software integrated with Canvas. Members discussed prior faculty experiences using the tool and its role in supporting academic integrity in online exams. Discussion focused on governance and implementation considerations: whether adoption should occur district-wide rather than at a single campus; whether the Academic Senate, Distance Education Committee, and Peralta Technology Committee should review the request; and how previous Honorlock licensing had been structured. Members emphasized the importance of district-wide coordination to avoid inconsistent technology adoption across campuses.	Motion: Support the Academic Senate in exploring Honorlock (or similar software) for potential district-wide implementation, and communicate this recommendation to the Academic Senate, Distance Education Committee, and Peralta Technology Committee. Mover: Nathan Pellegrin. Second: Maria C. Suarez. Result: Motion passed unanimously among voting members.
V.a. Standing Item – Instructional Technology Network Build-Out (Goal #1)	After Nathan departed, Ron Perez assumed facilitation of the meeting. Members reviewed the standing committee goal regarding monitoring district IT changes and the build-out of instructional technology networks. No new updates were reported by members.	None
V.b. Standing Item – Increase Membership (Goal #2)	Ron reported efforts to recruit a student representative to the Technology Committee. He previously contacted the Associated Students of Merritt College (ASMC) regarding the opportunity and will follow up again to identify interested students. Members expressed support for adding student representation.	Action Item: Ron Perez will follow up with ASMC regarding appointment of a student representative to the committee.
VI. New Business	No new business items were introduced. Members briefly expressed interest in seeing the outcomes of the technology refresh and smart classroom upgrades once completed.	None
VII. Old Business	Ron briefly reiterated the committee's goals for the year: (1) remain informed about district-level IT changes affecting Merritt, including instructional technology networks and program infrastructure; and (2) increase committee membership, particularly through student representation. No additional items were discussed.	None
VIII. Announcements	Members discussed early experiences with the new cloud printing system used for library and bulk printing requests. The system was reported to be functioning well overall, though minor issues remain as processes are refined.	None
IX. Adjournment	The meeting concluded after completion of agenda items.	Motion: Adjourn meeting (Maria C. Suarez). Second: Edwin Towle. Result: Motion carried; meeting adjourned.