

# MEETING MINUTES FOR DEC. 1, 2023

## IN ATTENDANCE:

- Bill Garand, Cal Anderson, Cheryl Jones, Chris Quantrell, Dallin Crane, Dan Bouweraerts, Erik Gonzalez, Fred Lokken, Gina True, Izumi Shibasaki, Kyle Smith, Martin Santos, Ygnacio Vazquez-Guzman

## Chatbot Demos:

- Cheryl updated on Tawk.to and Mongoose vendors. Tawk.to is currently used and working. Fred did an independent review and found favorable reviews along with successful fixes to past issues. Mongoose was more expensive with less functionality. Decision for the chatbot was made based on this information.
- Next steps: Cal will take the lead, reach out to Student Services for required information to create a roadmap from A to B.

## Sub-committee Creation:

- The goal is to put together 2-4 members to participate in each subgroup.
- **Technology Training** – Group Leader, Tommie Guy, to select two training options for the year from the survey results. Arrange training and oversee it.
- **Technology Day 2024** – Group Leader, Fred Lokken or Dan Bouweraerts to contact vendors, plan space/other requirements, and secure calendar date.
- **Student Tech Needs** - Group Leader, Jarret Orcut to identify student tech needs by initiating discussion with SGA. What do students need? How can we help? Cheryl would like to receive a weekly report from Jarret. This item will be on the agenda to provide updates each meeting. Jarrett stated that he has a pretty good idea of issues and needs. He will put together an initial report over winter break.
- **Survey Results** – Group Leader, Cheryl Jones to analyze survey results for common themes. Take AI needs to task force and evaluate non-AI themes to pursue as needed.

## Tech/AI Surveys:

- Staff tech/AI survey to go out 12/4, Faculty survey 1/8, and Student survey 1/29. Staff Surveys are scheduled to come out next Monday and will run for 2 weeks before Christmas.

## AI Professional Development Update:

- January 16 placeholder request for Guest Speakers, feedback from committee members on what we are doing now at TMCC. Reed Dickson from Tucson is willing to travel and make a day of it with a one-night stay.
- Meet in a lab where we can get on computers, have panel discussions, lunch, and possibly invite others from NSHE. We need to improve communications with NSHE in the area of AI and share information. Jarret is tasked with putting together a student.

## Explorers Group/Club:

- Group Leader, Fred Lokken to include faculty and staff for weekly discussions. Gauge interest during training sessions.

## Spring Training/Demo Sessions:

- Group Leader, Fred Lokken - smartboards in High Schools are ViewSonic. Looked at, but did not go with, Promethean.
- Kyle Smith to assist with training on Viewboards. There are 12-16 boards at MDWS, EDSN, and Dandini.
- Need Demos to show options that faculty may not be aware of. Hug high used these devices and Bluetooth to share assignments using their phones. We could replicate this at TMCC.

## New Business:

- Further exploration into chatbot creation and funding of future enterprise license for ChatGPT. IT Kiosks chatbot is being considered to interface on tablets to imitate contact with Helpdesk. A chatbot can also answer questions after hours. Amy Williams is on board with funding for monthly subscription. TMCC can develop tailored chatbots for faculty and staff-used for teaching assistant, assigned tutoring, and other areas.
- Need to organize a group to get in touch with the deans and determine numbers. Keeping in mind that Generative AI will at times be confidently incorrect and we will need employees to verify and vet these bots.