Cañada Technology Committee Minutes

Wednesday, 1:15 p.m.–2:00 p.m.

Building 13, Room 337 | Zoom Link

Technology Committee Meetings

First Wednesday of each month

November 4, 2026

Agenda

Recording Passcode: k$7WB0^D

Guest Presenters: Daman Grewal, District Chief Information Officer; Yoseph Demissie, ITS

1. Welcome and Introductions

Anniqua Rana, Dean of Academic Support and Learning Technologies and committee co-chair, welcomed attendees and introduced District CIO Daman Grewal.

Participants included Allison Hughes, Lindsey Irizarry, Jose Zelaya, Jonathan MacSwain, Ray De Casas, Jaleh Naasz, Dr. Ami Smith, Carlos Luna, John Perez, Ludmila Prisecar, and Jenni McGuire, along with district ITS representatives.

The meeting focused primarily on the Zoom Phone transition, followed by updates on the laptop donation initiative, Gemini integration with Canvas, and accessibility training.

2. District ITS Update: Zoom Phone Transition

Daman Grewal and Yoseph Demissie provided an overview of the districtwide transition from Mitel to Zoom Phone.

Implementation and functionality

- The transition is scheduled for the weekend of December 19–20, 2026.
- Existing office and classroom phones will remain in place and be converted to Zoom Phone.
- Employees will be able to make and receive calls through their desk phones, computers, or Zoom mobile applications while using their district phone numbers.
- The Zoom application currently provides limited internal calling functionality. Full functionality is expected after the December transition.
- Text messaging is being explored but remains subject to regulatory approval.
- ITS strengthens network infrastructure and backup power capacity to support reliable service.

Training and communication

The next Zoom Phone webinar is scheduled for Friday, November 20, from 10:00–11:00 a.m. A recording of the previous webinar is also available.

Committee members emphasized the importance of clear communication, particularly faculty unfamiliar with the new system. Anniqua offered to help ITS develop a short, accessible explanation of what will change and what will remain the same.

ITS plans to offer department-specific workshops, with additional support potentially available during January Flex activities.

Faculty considerations

Members discussed voicemail settings, office-hour scheduling, call forwarding, and managing work-related calls outside scheduled hours.

ITS confirmed that users will be able to customize call routing and voicemail notifications. Recurring scheduling options may require additional clarification.

ITS is also exploring whether adjunct faculty can receive full Zoom Phone functionality rather than voicemail-only access.

Important reminder: Existing voicemail messages will not automatically transfer to the new system. Employees should save any messages they wish to retain before the transition.

Accessibility concern

Jenni McGuire demonstrated accessibility issues with Zoom's interface, particularly navigation when the screen is magnified and potential color-contrast problems. Daman agreed to refer these concerns to the district accessibility team for investigation.

3. Laptop Donation and Student Technology Access

The committee recognized the collaborative efforts of the Learning Center, NOW Program, and district ITS in distributing 160 donated laptops to students.

Jose Zelaya and Jonathan MacSwain highlighted the successful implementation of a needs-based distribution process, including a 20-point selection rubric.

Program outcomes reported:

- More than 103 student applications received through September 16.
- 89 applications approved.
- Most available laptops distributed, with a small number reserved for students experiencing technology emergencies later in the semester.
- Distribution completed in approximately five weeks, primarily through word-of-mouth outreach.

Members emphasized the positive impact of providing students with computers they could keep rather than borrow.

Daman requested student feedback and testimonials that could be shared with the Board of Trustees, potentially in December or January.

He also shared that the Constantino family had expressed interest in providing additional donated equipment. The Learning Center and NOW representatives expressed strong interest in continuing the initiative.

4. Gemini Integration with Canvas

Lindsey Irizarry demonstrated the emerging integration of Gemini with Canvas, currently available for testing in sandbox courses.

Features discussed included:

- Gemini Notebooks: Faculty can provide course-specific sources that students can use to develop study materials and deepen their understanding of course content.
- Gems: Customized AI assistants that can answer questions about course materials, assignments, or syllabus policies.
- Content creation: Gemini can assist with drafting and revising instructional and communication materials within the Canvas environment.

Faculty interested in testing these tools can contact Lindsey for assistance with sandbox access.

The integration is not yet fully deployed in active courses. Additional training and Flex workshops are anticipated as implementation progresses.

Members also discussed the district's access to Gemini, Nectir AI, and PlayLab. Questions remain about which platforms will receive sustained institutional support.

5. Accessibility Training and Compliance

Lindsey introduced an accessibility training opportunity offered through the California Community Colleges Accessibility Center in partnership with WebAIM.

The training focuses on creating accessible Word documents, PowerPoint presentations, and PDFs.

- Delivered through Canvas.
- Approximately 6–10 hours to complete.
- Designed for completion within 90 days, with opportunities to continue in subsequent cohorts without losing progress.
- Particularly relevant to the upcoming April 2027 accessibility compliance deadline.

Committee members were encouraged to enroll and share what they learn with colleagues to help establish accessibility as an ongoing institutional practice.

6. Action Items and Follow-Up

Action item	Responsible party	Timeline
Circulate Zoom Phone webinar information and recording	District ITS	Before Nov. 20
Develop a plain-language Zoom Phone transition announcement	Anniqua Rana and ITS	Before December transition
Communicate the need to save existing voicemail messages	District ITS	Before Dec. 19–20
Explore January Flex and department-specific Zoom Phone training	District ITS and campus PD representatives	January 2027
Investigate Zoom interface accessibility concerns	District ITS accessibility team, with Jenni McGuire	Follow-up
Gather student feedback on donated laptops	Learning Center and NOW team	December–January
Explore additional laptop donations	Daman Grewal	Ongoing
Provide Gemini sandbox support and future training	Lindsey Irizarry	Ongoing
Clarify longer-term support for district AI platforms	District ITS	Future meeting
Encourage participation in document accessibility training	Committee members	Before April 2027

7. Closing and Next Meeting

Daman Grewal offered to return to a future Technology Committee meeting to answer additional questions.

The committee will continue monitoring the Zoom Phone rollout, emerging AI tools, and accessibility initiatives.

Next scheduled meeting: Wednesday, December 2, 2026, 1:15–2:00 p.m.

The meeting adjourned at approximately 2:00 p.m.

Five key highlights to share with constituents

1. Zoom Phone launches December 19–20. Existing office and classroom phones will remain, with additional calling options through Zoom on computers and mobile devices.
2. Zoom Phone training is November 20, 10–11 a.m. Employees should attend and save existing voicemail messages before the December transition.
3. The laptop donation initiative has been successful. The Learning Center and NOW teams have helped distribute nearly all 160 donated laptops, and additional donations may be possible.
4. Gemini is being tested in Canvas. Faculty can contact Lindsey Irizarry to explore AI notebooks, customized assistants, and other tools in sandbox courses.
5. Accessibility remains a priority. Employees are encouraged to complete the CCC Accessibility Center/WebAIM document accessibility training before the April 2027 compliance deadline.

Prepared from the November 4, 2026 meeting transcript. Discussion points and follow-up commitments are summarized; no formal motions or votes were identified in the recording.