

## **Resolution S2026.06**

### **Establishment of the SACTAC Software Evaluation Subcommittee**

Whereas, Section 53200 of Title 5 and Board Policy 2410 identify technology planning and the policies that shape faculty and student use of technology as matters on which the Academic Senate provides primary recommendations, and ACCJC Accreditation Standards 3.8 and 3.9 require that institutions make informed, mission-aligned decisions about technology resources with meaningful input from those who rely on them;

Whereas, The Santa Ana College Technology Advisory Committee (SACTAC) is charged under the Participatory Governance Handbook with developing and monitoring the college's technology plan, serving as a two-way conduit for technology input and recommendations, and creating work groups and subcommittees as needed to explore, plan, and recommend policies and procedures for technology;

Whereas, Santa Ana College has recently received an increasing number of presentations on new and prospective software products, and stakeholders have raised concerns that adoption, renewal, and replacement decisions have at times advanced without a structured process for consulting faculty, classified professionals, students, and other end users who will be affected by those decisions;

Whereas, The evaluation of software requires specialized expertise—including instructional design, accessibility, data privacy, integration with existing enterprise systems, and discipline-specific pedagogical considerations—that benefits from a standing body of subject-matter experts rather than ad hoc review;

Whereas, Best practices in higher-education software adoption call for structured user feedback and pilot testing with the populations who will actually use the tool; documented review of data privacy and FERPA compliance; assessment of total cost of ownership, including training, ongoing support, and the potential for disruption to instruction and student services; and a deliberate inventory of existing, already-licensed technology that may already meet the identified need before new tools are procured;

Whereas, Recent presentations to the Academic Senate, the Associated Student Government, and other governance bodies have shown that informational presentations alone—without a structured evaluation pathway—do not allow students, faculty, or classified professionals adequate time to surface concerns about workload, training, integration, and data protection before adoption decisions are finalized;

Whereas, A standing subcommittee dedicated to software evaluation will strengthen participatory governance by providing a transparent, consistent, and timely pathway for

stakeholder input, reducing duplication of software licenses, protecting student and employee data, and ensuring that technology decisions advance the college's mission and Strategic Goals rather than being driven by vendor timelines;

Resolved, That the Academic Senate of Santa Ana College endorses the establishment of the SACTAC Software Evaluation Subcommittee as a standing subcommittee of the Santa Ana College Technology Advisory Committee, created under SACTAC's existing authority to form subcommittees as outlined in the Participatory Governance Handbook;

Resolved, That the Subcommittee shall be composed of voting representatives from each constituency group served by SACTAC—including faculty, classified professionals, students (Associated Student Government), administration, and representation from instructional, student-services, and information-technology areas—with faculty appointments made through the Academic Senate and student appointments made through ASG; and that subject-matter experts (e.g., accessibility, instructional design, data privacy) may serve as non-voting supporting members as needed;

Resolved, That the charge of the Subcommittee shall be to develop and recommend to SACTAC a software evaluation framework and adoption policy that, at minimum, requires for any proposed new, renewed, or expanded software:

- (a)** structured user feedback and, where feasible, pilot testing with the faculty, staff, and students who will use the tool;
- (b)** an assessment of total cost of ownership, including license costs, implementation labor, required training, ongoing support obligations, integration with existing enterprise systems, and the potential for disruption to instruction, student services, and daily operations;
- (c)** a documented review of existing college- and district-licensed technology, with a written demonstration that current tools cannot reasonably meet the identified need before new software is procured;
- (d)** a clear statement of the educational or operational problem the software is intended to solve and the measurable outcomes by which its success will be evaluated;

Resolved, That the Subcommittee shall review proposed software adoptions referred to it by SACTAC, college administration, or constituency groups, and shall forward its findings and recommendations to SACTAC for consideration prior to final decisions or contracting;

Resolved, That the Subcommittee shall coordinate, through SACTAC, with the District Technology Advisory Group (TAG) and the District AI Taskforce to avoid duplication of

evaluation effort, share findings on cross-district software, and ensure that SAC-level recommendations are reflected in district-level decisions;

Resolved, That the Subcommittee shall report regularly to SACTAC and, through SACTAC, to College Council and the Academic Senate, ensuring transparency and accountability in the college's software decision-making; and

Resolved, That the Academic Senate requests that, pending adoption of the framework described above, software decisions that materially affect instruction, student services, or the daily work of faculty and classified professionals not be finalized without consultation through SACTAC and its Software Evaluation Subcommittee, and without an opportunity for Academic Senate review when such decisions affect academic and professional matters under Title 5 §53200.