

DRAFT **Strategic Technology** **Advisory Committee** **Charter**

First Approved: DRAFT for review by WACTC-Tech (January 2020)

NOTE: THIS IS A DRAFT OF THE STRATEGIC TECHNOLOGY ADVISORY COMMITTEE CHARTER FOR COMMITTEE REVIEW AND DISCUSSION. IT IS STILL A WORK IN PROGRESS.

PURPOSE

The Strategic Technology Advisory Committee (STAC) serves as an advisory resource and coordinating body for the Washington Community and Technical Colleges (WACTC) presidents regarding system-wide technology planning, selection and investment decisions. This committee advises the WACTC Technology Committee (WACTC-Tech). Its primary responsibilities are to:

- Facilitate a process of continuous **strategic technology planning** and proactively recommend relevant technology strategies to support WACTC and the State Board for Community and Technical Colleges (SBCTC) priorities;
- Facilitate inclusive **IT governance** processes that formalize a clear and transparent decision making process for all stakeholders;
- Evaluate and recommend funding mechanisms and/or purchases within the context of the strategic plan, and determines criteria for decisions.

Commented [1]: Formal processes for communicating, and does WACTC prioritize work, etc..

The purpose of this committee's work is to:

1. **Align IT investments with strategic statewide goals.** Help to ensure that IT investments are closely aligned with the mission, vision, values and goals of WACTC and SBCTC.
2. **Assure equity.** Prioritize equitable access to technology resources across the WACTC system ensuring that preferential treatment and operational bias do not exist.
3. **Promote responsible use of state resources.** Manage resources for the benefit of all colleges through careful and thoughtful coordination and decision making, based on need and priority.
4. **Manage risk.** Identify, evaluate and manage the risks and increase realization of expected benefits for proposed investments through active involvement of appropriate stakeholders.
5. **Monitor and evaluate emergent technologies.** Leverage industry best practices and research to recommend future investments.

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AUTHORITY AND DECISIONS

The WACTC-Tech is the authority for system-wide strategic technology decisions impacting multiple colleges. The chair of the WACTC-Tech may request a full vote of the WACTC presidents, depending on the scope or impact of the decision. The Strategic Technology Advisory Committee recommends decisions to the WACTC-Tech based on its research and input from stakeholders, Standing Committees and Working Groups. This includes, but is not limited to decisions such as:

- Planning for future system-wide technology needs;

- Strategic platforms for WACTC shared systems;
- Acquisition and integration of third-party functionality with ctcLink or other systems of record;
- Group buys, convenience contracts, and bulk purchase options where appropriate;
- Appeals of STAC recommendations.

Commented [3]: What will WACTC-Tech want to do if there is disagreement on a decision?

APPROACH

Strategically assure inclusiveness in system-wide decisions through consultative communication channels.. This includes communication with WACTC-Tech, STAC Standing Committees, Working Groups, Commissions and Councils.

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COMMITTEE COMPOSITION

The Committee is comprised of the following:

- Voting Members (up to 20 total):
 - Two representatives from each WACTC Commission (14)
 - Business Affairs
 - Human Resource Management
 - Information Technology (~~Committee Co chair + 1 representative~~)
 - Instruction
 - Public Information
 - Research and Planning
 - Student Services
 - SBCTC CIO and up to five representatives/subject matter experts from SBCTC
 - Considerations:
 - Guided Pathways technologies
 - ctcLink project / operational support
 - Subject Matter Expert - Ed Tech
 - Data Governance
 - IT Security
 - Accessibility
- Non-voting members:
 - Liaisons from Standing Committees and/or Work Groups
 - Ad hoc attendees per agenda items

Commented [5]: ??

Commented [6]: +grodheaver@sbctc.edu Define what functional areas need to be represented as voting members.
Assigned to Grant Rodeheaver

Committee members may serve multiple terms, but must commit to an initial term of at least two years, with endorsement from their Commissions, presidents and/or supervisors. Due to the strategic nature of the work, there is a benefit in having long-term membership and staggered succession planning, so there is continuity in representation. Co-Chairs consist of the SBCTC CIO and a member who has served for at least one year on the committee. Preference of co-chair selection would be given to an IT Commission member to assure accountability and alignment with WACTC-Tech goals.

COMMITTEE MEMBER ROLE AND RESPONSIBILITY

The Committee provides recommendations and operational resolutions to WACTC and other system governance bodies.

Individually, Committee members:

- Understand the implications and outcomes of issues, proposals and requests considered by the committee and represent them to system stakeholders;
- Communicate the values and principles of technology planning and procurement to system stakeholders;
- Describe and explain the structure of the Committee and the implications of its work to stakeholders;
- Assist system governance bodies in framing requests for new projects and technologies that fall within the scope of the Committee and the Strategic Technology Plan;
- Represent emergent interests and needs of Commissions and the WACTC system to this Committee.

In practice, this means members:

- Attend scheduled meetings;
 - If an individual member is regularly unable to participate in scheduled meetings, it may become necessary to identify a replacement for those who cannot attend consistently. If needed, action will be taken based on the recommendation of the Chair and a vote by the full committee.
- Review available materials before meetings and be prepared to discuss and vote;
- Work to develop collaborative decisions regarding issues that are escalated to the Advisory Committee from Subcommittees, Workgroups, and Commissions;
- Develop recommendations and decision packages for consideration by WACTC-Tech;
- Organize discussion and information gathering about Committee initiatives and proposals in Commissions and other workgroups as needed;
- Report on the progress of Committee initiatives and recommendations to appropriate stakeholders.

COMMITTEE MEMBER SELECTION

Recruiting of committee members will be done by the STAC co-chairs through Commission Chairs. Commissions may use their own methods of selecting representatives, but are encouraged to select individuals who have a strong interest in technology and capacity to commit time for committee activities. SBCTC subject matter experts will be invited by the SBCTC CIO.

COMMITTEE LEADERSHIP

The committee will be co-chaired by the SBCTC CIO (or designee) and a college commission representative who has served on STAC for a minimum of one year and voted in by the other committee members.

COMMITTEE MEETINGS

The Committee will meet once per month, or as required. An annual calendar of the meetings will be developed and communicated to members and posted on the College System & SBCTC Calendar.

Co-chairs facilitate meetings and create the agenda. Committee members are present at the agreed-upon location or connected via telecommunications. Requests to the membership for any

Commented [7]: This is language from the original template

Commented [8]: I've changed a bunch, but let's leave this open to direct discussion.

Commented [9]: Add hyperlink?
<https://www.sbctc.edu/calendar.aspx>

new agenda items will be made a week before the agenda is due to be published. Minutes from the meeting will document decisions and/or recommendations.

Communication between meetings will take place on a closed mailing list or in meetings of ad hoc workgroups of the Committee.

Agenda items for the meeting may originate from WACTC-Tech or any committee member. Items may also be requested by designated Subcommittees and workgroups of the Committee. For any voting decision there must be a quorum as defined above.

The following should be included in meeting agendas:

- A. Introduction of any new members or guests
- B. Review/approval of previous meeting minutes
- C. Old business/action item follow-up
- D. New business and consideration of new requests or issues

QUORUM

This committee is comprised of up to 20 voting members. A quorum consists of at least 12 voting members. The representation of college and SBCTC members should also be considered, based on the issue/decision.

VOTING

The Committee will strive for consensus as it engages in issue resolution. However, it may not be possible to attain 100% consensus on all topics and alternatives

If consensus cannot be reached, votes will be taken by the co-chair as required. Voting on decisions may be done in person or electronically. Each Commission representative (14 total) and each SBCTC representative (6 total) will have a single vote. A two-thirds majority vote of the quorum (as defined above) will constitute a final decision.

CHALLENGES

Challenges to recommendations by the Committee can be brought to the Committee by: 1) College Presidents, 2) Commissions, 3) Data Governance co-chairs, 4) ctcLink Governance Steering Committee, or 5) SBCTC Leadership. The challenge must be sponsored by one of the Committee members. If sponsored, the person appealing must provide written documentation to include:

- Why the challenge is compelling.
- Any budgetary and cost/benefit impact of the appeal.
- Why alternatives are not possible and why reconsidering the decision is the only available option.

If the challenge is sponsored, the written appeal goes to the Committee co-chairs to be placed on the next agenda for discussion and decision. A challenge can be denied, upheld, or it may not be resolved. Challenge requests are reported to WACTC-Tech, which has the prerogative to review the decision or simply let the decision stand.

Commented [10]: Additional Notes: Guiding Principles
review with committee
add something about student centered and mission of cc instruction, equity, inclusion

Committee Procedures
TBD. Decision matrix, types of decisions, research processes, etc.
Clarity

Must urgent matters (not necessarily in this charter)
Guided Pathways

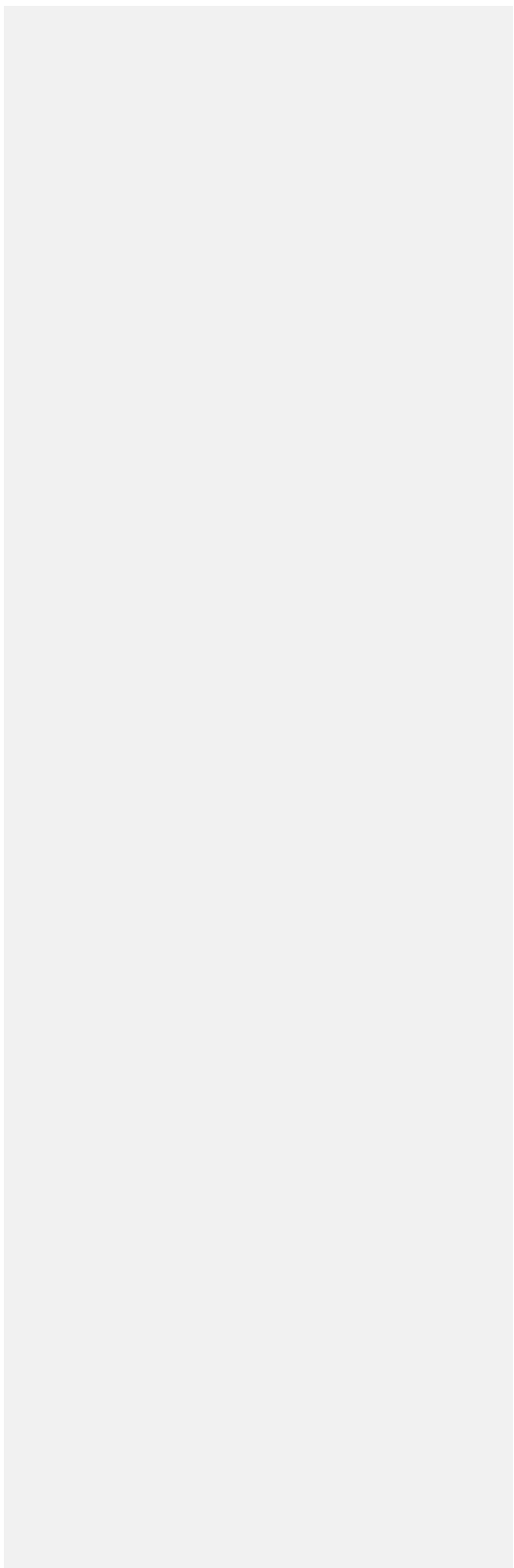
Is there a "now" process for moving forward with the Guided Pathways. Identify needs that we can move through a process. This will help determine what the formal processes are.

Commented [11]: Same comment as above

Commented [12]: Maybe consider language : Request for second review... and identify conditions within which those would be reviewed

Commented [13]: Think this through with real use cases

Commented [14]: Examples: WACTC-Tech makes a Decision to do a system-wide purchase (or integrate only one product with ctcLink), but some colleges can't afford to buy-in or have other reasons for not wanting to buy-in. How would this be handled? If there is an appeal of the decision, what are the implications?



- a. Planning and study sessions (as needed)
- E. Wrap up, summary of action items for the next meeting

Commented [15]: Should 'a', and E be up above, just before Quorum?

COMMUNICATIONS

A Committee communication plan outlines how the Committee effectively communicates. It contains purpose, approach, goals, objectives and roles for communication. The communications plan sets clear guidelines for how information will be shared, as well as who is responsible for sharing it.

Additional governance documents that will be used by the committee in its work are: Guiding Principles, Policies and Procedures.

Standing Subcommittees and Working Groups

Commented [16]: meeting schedules, web page? principles and initiatives

Standing subcommittees provide guidance, expertise and focused research related to special technology issues or needs. Standing subcommittees will be reviewed annually. The following are examples of Standing subcommittees:

- CATO - Technology Accessibility
- ETAG - Educational Technology Advisory Group
- Guided Pathways Technology

Working groups are ad hoc teams that may be formed to research and address specific issues or requests as needed. Working group members may be STAC members, members of standing subcommittees, college subject matter experts or Commission/Council members.