

**WACTC Tech Task Force**  
**STRATEGIC TECHNOLOGY ADVISORY COMMITTEE**  
**November 20, 2019**  
**10:00 a.m. – 2:00 p.m.**  
**Edmonds Community College**

**In Attendance:** Brian Culver (remote), Chad Stiteler, Eva Smith, Grace Kendall, Grant Rodeheaver, Katie Marks, Marisa Ellis (remote), Mark Jenkins, Sandy Main (remote)

**Not in Attendance:** Charlie Crawford, Glenn Colby, John Bonner, Kristi Wellington Baker, Reagan Bellamy, Teresa Rich

**Meeting Objective:**

This is the first official meeting of the Strategic Technology Advisory Committee!

**Introductions**

**Review WACTC-Tech Presentation and One-pager**

October 3<sup>rd</sup> we presented the slide deck and one-pager with WACTC

- Talked about what our direction was a year ago
- Shared Governance scope and operating structure considerations
- Shared the one-page
- Didn't get to present very long at the WACTC Tech meeting in June
  - Just got an overview of where we are at

**Discuss Next Steps and Work Plan / Deliverables / Status Reporting**

- **What are some of our next steps?**
  - Charter and membership list
  - Ongoing strategic plan and governance
  - Short-term items are
    - Guided pathways – 3<sup>rd</sup> party add-ons
      - Ideas when the integration is decided on
      - Communication between the pillars
      - Architecture – building the foundation and how to manage
        - The Burgundy Group manages the production environment for PeopleSoft (Sandy's team manages this process)
      - Resource needs to support guided pathways
  - Groups wanting to make recommendations to Tech Advisory Committee
    - What is in the scope of conversations
    - Shape of contracts and implementation
    - What kind of decision making are we going to be doing
      - Recommendations
      - What we can decide on ourselves
      - What needs to go the WACTC Tech
  - Create a one-page brief of the process
    - Structure
    - Recommendations
    - Updates for WACTC Tech

- Charter – starting point
  - ctLink
  - Steering Committee
  - Doesn't have to be a long document
  - Expectations for annual review
  - SBCTC – Vision statement
  - Massive importance of Guided Pathways
    - Don't have a place to code meta-measures in PS yet
    - Going to take resources to do this
- Revisit BaseCamp for our official documents
  - As we have requests come in we have a place to post
  - Helps define the roles of the members
  - What specific things are needed
- How are we going to fill the gaps between PeopleSoft project team
- Advise what tools colleges can purchase
  - May want to go back to the original ctLink project
  - As few customizations as possible and ctLink will be the primary
  - Steering Committee to share decisions with this advisory committee to help us with our decisions
- Have Abraham Rocha join us to talk about optional use contracts
  - All campuses have questions about the optional products they can use
- Help colleges move things through the process and help them makes decisions
  - Provide the access to products and/or services
    - Such as Tableau, Canvas, etc.
- **Deliverables (list available in Google docs)**
  - Agree today what things to present to December WACTC-Tech meeting
    - Find out what they are looking for at future meetings
  - Before next meeting fine tune the deliverables doc
- **Status Reporting**
  - One-Pager

## Working Lunch

### Work on Committee Charter and Membership List

(We hope to retain existing membership, but will need to develop a staggered succession plan for continuity)

- **Charter**
- **Membership**
  - Will work on this when we get charter, communication, etc. in place

## Adjourn

### Future Meeting Schedule

- WebEx – December
  - To talk about Kristi's scenario – she would bring all of the questions
    - Mark will talk with Kristi

- Grant will invite Abraham to this meeting
  - Two hours – Donna will send doodle poll
- Continue to work on other things in background during the holidays
- Annual planning committee retreat with Gartner attending
- Monthly meetings (shorter times)
  - Face to face in January
  - Face to face every other month
  - WebEx every other month
- December 5-6 at Renton

#### **Next WACTC Meeting**

- December 12-13 at Clover Park
  - Need to prepare a one-pager with:
    - What we are working on
    - Livable updates – where we are, where we expect to be by....
    - Something we can use for all of our committees as an update