

**WACTC Tech Task Force
STRATEGIC TECHNOLOGY ADVISORY COMMITTEE**

**Minutes
December 15, 2021
10:00 a.m. – 2:00 p.m.
WebEx / Zoom**

In Attendance: Brendon Taga, Brian Culver, Chad Stiteler, Eva Smith, Grant Rodeheaver, Marc Lentini, Matthew Campbell, Michael Brown, Sandy Main, Teresa Rich, Ward Naf

Guests: Andy Duckworth, Jo Munroe, Laura Schueller (SBCTC, Edu), Tim Wrye (Steering Committee)

Not in Attendance: Dave Pelkey, Joe Duggan, Scott Zinn, Stephanie Delaney, Steven Sloniker, Wendy Hall

Meeting Objective:

Discuss strategic goals and strategies. Focus on formalizing Communications, Process and Strategic Planning documentation and governance.

Introductions; Review & Approval of Minutes

- Did not have a quorum, will review/approve November meeting minutes at next meeting

Update from CATO & EdTech

- CATO
 - Working on a web accessibility tester position at the State Board
 - Issues with HighPoint H6 & accessibility – Sandy requested they report this to State Board office
 - Discussed a new Washington Learning Lab program

Governance Workshop

- Sandy gave overview on the integration/enhancement issue request process:
 - Enhancement requests originate from many different places – pillar leads (project and production support); State Board staff; commissions/councils; college executive sponsors; data governance committee
 - There is currently not a consistent way they are brought in and/or processed
 - Different teams look at requests – tech team; functional team; data governance
 - Enhancement request then goes to working group for review
 - Need a group to set the priority of request and also tracking to make sure it gets done
 - Some requests are not enhancements but just changes
 - Requests that change business process that is already happening and/or additions to what we have are considered enhancements for review/approval
 - Need to know the priority level from the originator – low/high/critical. (those working request need to know how they are going to get 10 high priority items completed)
 - For cases STAC is working through:
 - Transcript Service Integration – an enhancement that is not built into the system; 3rd party needs to go through review process
 - Running Start Enhancement – changing process and output
- *See attached brainstorming board from meeting*

Wrap-up – Actions for next meeting/agenda, workgroup scheduling

- January and February – will schedule 2-hours meetings twice each month to get the use case processes completed

ACTION: STAC member representatives need to give updates and report out to their commission at their regular meetings.

Adjourned – 1:49 pm

Upcoming Meetings

Donna working on doodle polls for January, February and March meetings

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