WACTC Tech Task Force
STRATEGIC TECHNOLOGY ADVISORY COMMITTEE
January 10, 2020
1:00 p.m. – 3:00 p.m.
WebEx

In Attendance: Brian Culver, Chad Stiteler, Eva Smith, Grace Kendall, Grant Rodeheaver, Katie Marks, Kristi Wellington Baker, Marisa Ellis, Mark Jenkins, Reagan Bellamy, Sandy Main, Teresa Rich

Not in Attendance:

Meeting Objective:
Review Draft of the Strategic Technology Advisory Committee Charter and discuss next steps

Introductions

WACTC Tech
Reviewed from our November meeting
Looking at membership – 2 year stint (modeling after charter)

Committee Review and Update of the Draft Charter Document

- Moved a lot of the work from previous meetings to this document
- Define something first time used – then use acronyms thereafter
- Section by section – Everyone can go into the document and edit with comments:
  - Grant would like to be able to share the draft with WACTC Tech
    - January is an email meeting – will send draft for their feedback
  - Have this committee work together remotely more and then come back in person once in a while
- Authority & Approvals
  - The chair may request a full vote (it is their processes not ours on this)
  - Appeals – what will WACTC Tech want to do on this – Grant will have the discussion with WACTC Tech
- Approach – Grant would like to keep this in; we are directly insuring that we are being inclusive; we are making system wide decisions
- Committee Composition
  - 2 representatives from each commission
  - How many from SBCTC – up to 5 (invited by Grant)
    - Define the subject matter of who would need to be there all the time
    - 5 seems too high to Grant – but he will look at it and justify what the 2 or 3 areas should be
    - Wants to make sure SBCTC has enough representation
- Committee Membership
- Committee Member Role & Responsibility – Mark added this section
  - Need to distinguish between committee and commission
- Committee Member Selection
  - Currently one of the co-chairs talks with commission chairs to see who they would like to be on the committee.
    - Commissions use their own method of selecting – then we get a member
Grant would be the one to choose for SBCTC
Need to decide who voting members are

Committee Leadership
- Grant – decide if there is another co-chair he would want
- New co-chair would have to be a current or former member of the committee (from the colleges) and then be selected to be co-chair
- Will leave it as is for now
- Would want it in the charter that the co-chair might not always be from IT Commission
  - Currently with ITC because data governance is part of their responsibilities
  - Depends on where the focus is – it could go either way
  - There is work that will be done by the commission – easier to pull together a group from the ITC to do the research for decisions
  - Keep a close alliance with the IT Commission
  - Make sure there are fair processes and no individuals agendas (in our values)

Committee Meetings
- Meet once per month – not always in person

Quorum
- Not sure how many voting members there will be – can change as we go along
- We want to make sure we have the Commission representation in every vote
- Voting may be done electronically or in person

Challenges
- Meeting Agenda – general format listed in the charter
- Communications (shorter paragraph)
  - Items will be on
    - Google Docs
    - Web Page
    - Communications plan

Subcommittee
- Separate Guided Pathways subcommittee for a time

Guiding Principles – table for now

Committee Processes

Discuss Priorities and Processes

Next Steps and Work Plan / Deliverables / Status Reporting
- Need to find representatives from IC and Student Services

Adjourn

Future Meeting Schedule
Schedule a special meeting of current members to look at what we have and determine a path forward with Guided Pathways.
- Face-to-face meeting for Guided Pathways – for one day – 10-3:00 (or 10-2:00) – doodle poll
  - Where do we want to do this – Olympia or Seattle
  - Grant, Eva and Kristi will talk about the agenda
- Grant/Eva – Check in call next week for the charter document
  - Thursday, January 16th by 3:00 have comments on the Google Doc
  - Conference call to finalize it – WebEx
  - Friday, January 17th – have it ready for Grant to be able to send to WACTC Tech