

**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 16<sup>th</sup> by 3:00 have comments on the Google Doc
  - Conference call to finalize it – WebEx
  - Friday, January 17<sup>th</sup> – have it ready for Grant to be able to send to WACTC Tech