

## STAC Action Planning: Brainstorm

### First -- Action: Webpage (Sandy Mail) -- Before WACTC-Tech Retreat in July

- Use current website templates for SBCTC commissions, committees
- Description of the Committee, members, etc.
- STAC Charter
- Current Proposals
  - Submitted
  - In progress
  - Decisions
- News / Events
- Inventory current tools / applications (TBD)
- CATO charter
  - CATO News
- EdTech charter
  - EdTech News

## Communication Plan

### Proposal Form (Mirror many of the points in the Issue Briefs section)

- Scope, Impact, Stakeholders, what is being replaced, what will it improve/take advantage of? Tools considered (Do you understand the one you have)? Cost? Resources needed/affected?...

## Who is responsible for communicating status of issues?

Comments from Webex:

I think this is an opportunity to create a communication and responsibility strategy that includes the following stakeholders:

Original sponsor of the request

Ctclink leadership (WACTC Tech, Steering Committee, etc)

Ed Division Directors

Could we draft that as part of this so we avoid this for future?

And identify by name/ role who is responsible?

- Follow-up with stakeholders after each meeting

- Also, once we have the website, we can post this information there so that people can find it if they want it
- Updated regularly
- Great idea!
- Given the challenge that this group seems to have with it, we should have a communications officer
- or even a small team
- Maybe the updates should have an FAQ that explains some of this stuff
- I have to head to another meeting- thanks, all.
- eg: Question: why is this taking so long? Answer: Because. . .
- The same message should probably go out to all stakeholder governance groups, rather than informal report outs?
- ^^ what mark said.
- Post to our website a sanitized version of the minutes?
- Can we post ETAG and CATO stuff on the website as well? :)
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## Process

### Initiated by:

- **Commissions (through the STAC representative)**
- **SBCTC - CIO**
- **CATO or EdTech**

### Reasonable timeframe:

- ??

### **Second: Issue Briefs - One Pagers -- template / proposal format - Grant**

- Issue / Opportunity Briefs
  - What is the issue or opportunity?
  -
- Scope of the Issue
  - Individual colleges, specific functional areas, all colleges?

- Impact: Why is it important to the WACTC System (Colleges)?
  - What would happen if we don't address this issue?
  - Who is impacted?
  
- Communications: Who needs to be involved? (Short RACI?)
  - Commissions (functional areas)
  - SB IT
  - ctLink Project
  - Data Governance
  
- Recommended actions / solutions:
  - What Policies/Procedures are Needed?
  - What Technologies are needed?
  - Timeline
  
- Conclusion - recommended next actions, etc.

●**Standard Contract Processes**

- Accessibility - Formal Testing
- Used or potentially used by all colleges?
- Analysis of impacts - centralized vs. local costs?