Strategic Technology Advisory Committee (STAC)

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Approved by the WACTC Technology Committee and WACTC

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Purpose

The Strategic Technology Advisory Committee (STAC) serves as an advisory resource and coordinating body for the Washington Community and Technical Colleges (WACTC) presidents regarding system-wide technology planning, selection and investment decisions. This committee advises the WACTC Technology Committee (WACTC-Tech) and serves in a leadership role for ctcLink shared governance. Its primary responsibilities are to:

- Facilitate a process of continuous **strategic technology planning** and proactively recommend relevant technology strategies to support WACTC and the State Board for Community and Technical Colleges (SBCTC) priorities;

- Facilitate inclusive **IT governance** processes that formalize a clear, transparent and equitable decision-making process for all stakeholders;

- Evaluate and recommend potential enhancements and improvements to state-wide enterprise systems as well as funding mechanisms and/or purchases within the context of the strategic plan, and determines criteria for decisions.

The purpose of this committee's work is to:

1. **Align IT investments with strategic statewide goals.** Help to ensure that IT investments are closely aligned with the mission, vision, values and goals of WACTC and SBCTC.

2. **Assure equity**. Ensure IT investments closely align with the mission, vision, values and goals of WACTC and SBCTC, to prioritize equitable access to technology resources for students across the college system, especially students of color, low-income, students with disabilities, and other systemically minoritized populations.

3. **Promote responsible use of state resources.** Manage resources for the benefit of all colleges through careful and thoughtful coordination and decision making, based on need and priority.

4. **Manage risk.** Identify, evaluate and manage the risks and increase realization of expected benefits for proposed technology investments through active involvement of appropriate stakeholders.

5. **Monitor and evaluate emergent technologies.** Leverage industry best practices and research to discern and recommend viable future investments.

Authority and Decisions

The WACTC-Tech is the authority for system-wide strategic technology decisions impacting multiple colleges. The chair of the WACTC-Tech may request a full vote of the WACTC presidents, depending on the scope or impact of the decision. The Strategic Technology Advisory Committee recommends decisions to the WACTC-Tech based on its research and input from stakeholders, Standing Committees and Working Groups. This includes, but is not limited to decisions such as:

- Planning for future system-wide technology needs
- Strategic platforms for WACTC shared systems
- Acquisition and integration of third-party functionality with ctcLink or other systems of record
- Group buys, convenience contracts, and bulk purchase options where appropriate
- Appeals of STAC recommendations

Approach

Strategically assure inclusiveness in system-wide decisions through consultative communication channels. This includes communication with WACTC-Tech, STAC Standing Committees, Working Groups, Commissions and Councils.

Committee Membership

The Committee is comprised of **25** voting members representing WACTC Commissions, SBCTC, and Standing Sub-committees of the STAC:

Voting Members

WACTC Commissions (16). Commissions may select who they wish to be a representative. Each Commission can have two voting members on the STAC:

- Business Affairs
- Human Resource Management
- Information Technology
- Instruction
- Public Information
- Research and Planning
- Student Services
- Diversity and Equity Officers (DEOC)

SBCTC (6). The SBCTC Chief Information Officer is a voting member (1) and may select up to five Subject Matter Experts from the SBCTC to be voting members, with consideration given to the following areas of expertise:

- Guided Pathways
- ctcLink Support
- Ed Tech

- Data Governance
- IT Security
- Accessibility

Standing Subcommittee Chairs or designees (3).

- CATO (Accessibility)
- ETAG (Educational Technology)
- ctcLink College Collaboration Group

Non-voting Members

Ad hoc attendees may be invited to attend meetings and participate in work groups as needed.

Terms

Committee members may serve multiple years, but must commit to an initial term of at least two years, with endorsement from their commissions, presidents and/or supervisors. Due to the strategic nature of the work, there is a benefit in having long-term membership and staggered succession planning, so there is continuity in representation.

Member Roles and Responsibilities

The Committee provides recommendations and operational resolutions to WACTC and other system governance bodies.

Individually, Committee members:

- Understand the implications and outcomes of issues, proposals and requests considered by the committee and represent them to system stakeholders;

- Communicate the values and principles of technology planning and procurement to system stakeholders;

- Describe and explain the structure of the Committee and the implications of its work to stakeholders;

- Assist system governance bodies in framing requests for new projects and technologies that fall within the scope of the Committee and the Strategic Technology Plan;

- Represent emergent interests and needs of Commissions and the WACTC system to this Committee.

In practice, this means that members must:

- Attend scheduled meetings. If an individual member is regularly unable to participate in scheduled meetings, it may become necessary to identify a replacement for those who cannot attend consistently. If needed, action will be taken based on the recommendation of the STAC co-chairs and a vote by the full committee.

- Review available materials before meetings and be prepared to discuss and vote;

- Work to develop collaborative decisions regarding issues that are escalated to the Advisory Committee from Subcommittees, Workgroups, and Commissions;

- Develop recommendations and decision packages for consideration by WACTC-Tech;

- Organize discussion and information gathering about Committee initiatives and proposals in Commissions and other workgroups as needed;

- Report on the progress of Committee initiatives and recommendations to appropriate stakeholders.

Member Selection

Recruiting of committee members will be done by the STAC co-chairs through Commission Chairs. Commissions may use their own methods of selecting representatives, but are encouraged to select individuals who have a strong interest in technology, governance and equity as well as the capacity to commit time for committee activities. SBCTC subject matter experts will be invited by the SBCTC Chief Information Officer. Each standing subcommittee will designate a member to serve on the STAC.

Leadership

The committee will be co-chaired by the SBCTC Chief Information Officer (or designee) and a college commission representative who has served on STAC for a minimum of one year and voted in by the other committee members. Preference of co-chair selection should be given to an IT Commission member to assure accountability and alignment with WACTC-Tech goals.

Committee Meetings

The Committee will meet once per month, or as required. An annual calendar of the meetings will be developed and communicated to members and posted on the College System & SBCTC Calendar.

Co-chairs facilitate meetings and create the agenda. Committee members are present at the agreed-upon location or connected via telecommunications. Requests to the membership for any new agenda items will be made a week before the agenda is due to be published. Minutes from the meeting will document decisions and/or recommendations.

Communication between meetings will take place on a closed mailing list or in meetings of ad hoc workgroups of the Committee.

Agenda items for the meeting may originate from WACTC-Tech or any committee member. Items may also be requested by designated Subcommittees and workgroups of the Committee. For any voting decision there must be a quorum as defined below.

The following should be included in meeting agendas:
- Introduction of any new members or guests
- Review/approval of previous meeting minutes
- Old business/action item follow-up

- New business and consideration of new requests or issues
- Planning and study sessions (as needed)
- Wrap up, summary of action items for the next meeting

Quorum

This STAC is composed of 25 voting members. 13 voting members in attendance constitutes a quorum, of which seven must be representative of the colleges.

Voting

In general, the STAC will strive for consensus as it engages in decision-making and issue resolution. However, it may not be possible to attain 100% consensus on all topics and alternatives. If consensus cannot be reached, votes will be taken by the Committee co-chairs, or their designee, as required. Votes are distributed as defined under the Committee Membership section. A two-thirds majority vote of the quorum will constitute a final decision.

Appeals

Appeals to STAC recommendations and decisions can be brought to the Committee by:

- College Presidents
- Commissions
- ctcLink Working Group
- SBCTC Leadership

The appeal must be sponsored by one of the Committee members. If sponsored, the person or group appealing must provide written documentation to include:

- Why the appeal is compelling.
- Any budgetary and cost/benefit impact of the appeal.
- Why alternatives are not possible and why reconsidering the decision is the only available option.

If the appeal is sponsored, the written appeal goes to the Committee co-chairs to be placed on the next agenda for discussion and decision. The sponsor may invite the appellant to the meeting. An appeal can be denied, upheld, or it may not be resolved. Appeal requests are reported to WACTC-Tech, which has the prerogative to review the decision or simply let the decision stand.

Communications

A Committee communication plan outlines how the Committee effectively communicates. It contains purpose, approach, goals, objectives and roles for communication. The communications plan sets clear guidelines for how information will be shared, as well as who is responsible for sharing it.

Additional governance documents that will be used by the committee in its work are: Guiding Principles, Policies and Procedures.

Standing Subcommittees

Standing subcommittees provide guidance, expertise and focused research related to special technology issues or needs. Standing subcommittees will be reviewed annually. The following are examples of Standing Subcommittees:

- CATO - Technology Accessibility
- ETAG - Educational Technology Advisory Group
- Guided Pathways Technology
- ctcLink College Collaboration Group

Ad hoc teams such as working groups and taskforces may also be formed to research and address specific issues or requests as needed. These teams may include STAC members, members of standing subcommittees, college subject matter experts or Commission/Council members.

Revision History

Date	Author	Change Reference
4/28/2022	STAC members	Approved by the WACTC Technology Committee and WACTC Presidents
4/15/2022	STAC / ctcLink Transition Task Force	Updated to include changes for ongoing ctcLink Governance: • Added ctcLink College Collaboration Group in Standing Committees and Workgroups section • Added ctcLink Working Group in the Appeals section • Changed language in the Purpose and Scope section to better describe equity. • Changed Voting Members to 25, including Standing Subcommittee members, and also changed in Quorum Section • Updated Voting section to be consistent with ctcLink Working Group Charter • Added Diversity and Equity Officers Commission (DEOC) as voting members
10/8/2020	STAC Members	Approved by the WACTC Technology Committee and WACTC Presidents
7/15/2020	STAC Members	DRAFT for first consideration by WACTC-Tech