

ATAC ITAC Working Group Recommendations as of 7/25/16

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Technology Advisory Committee (TAC) vs. Technology Coordinating Council (TCC)

TAC is more operational in its work and is the initial vetting committee for district-wide technology decisions. Recommendations should come from college technology committees, but may go directly to TAC if timely as there is college representation on TAC.

District-wide operational items such as when to archive courses or push out upgrades on the Learning Management System or where to link a new report on Open Sections on the college websites can be decided at TAC, but should be communicated to TCC via minutes or another more timely method if necessary.

Campus operational items, such as purchasing employee computers or conducting lab rollovers should remain with the campus technology dean and established campus practices.

Items to be referred to TCC:

1. Decisions regarding resource allocation, such as a request for funding to hire vendor or consultant to make updates or changes to administrative software.
2. Decisions regarding District IS priorities – not only setting priorities but also timelines for completion and providing necessary funding if required.
3. Approvals for researching new products.
4. Decisions regarding input on IT Strategic Plan.

Proposed Process for Placing Projects on the District IS Matrix

1. Requests for new projects should start in the campus technology committees and then be referred to TAC.
2. TAC will make a recommendation on whether to move it forward to TCC to be considered for prioritization and placement on the Matrix.
3. If the project is moved forward to TCC for consideration, TCC will notify the original initiator of the outcome.

Proposed Criteria for Prioritizing District IS Projects (these are in priority order). *The idea here is to use these criteria as guiding principles and then allow for robust discussion and input from TCC members or other constituents as appropriate.*

1. Security concern.
2. State mandate or accreditation requirement.
3. Significantly impacts Instruction or Student Services in terms of supporting student success.
4. Significantly impacts College or District Operations in terms of Institutional Effectiveness.
5. Innovation – could positively impact Instruction, Student Services or College or District Operations (not required, but could make a positive impact). Items ranked here may or may not be placed on the Matrix.
6. Somewhat Impacts Instruction, Student Services or College or District Operations (functioning, but not ideal). Items ranked here may or may not be placed on the Matrix.

Proposed Standard Operating Procedure for Selection of New Product

1. Approval to move forward with selection process from TCC required.
2. Identify a lead on each campus and clearly define expectations and roles.
3. Identify lead from IS.
4. Form Task Force or Working Group comprised of appropriate individuals representing each college and district. It's best to keep the group as small as possible to do the work efficiently and effectively.
5. Set key criteria and timeline for selection. Obtain input from TAC and campus committees as appropriate and final approval from TCC.
6. Offer demos and ensure representatives from both colleges and district can be present.
7. Provide summary report of demos to TAC and TCC and present recommendation for selection.

Proposed Standard Operating Procedure for Implementation of New Product

1. Approval to move forward with the project from TCC required.
2. Identify a lead on each campus for the project and clearly define expectations and roles.
3. Identify project manager from IS if necessary.
4. Form Task Force or Working Group comprised of appropriate individuals representing each college and district. It's best to keep the group as small as possible to do the work efficiently and effectively.
5. Set scope of work, goals, criteria for success and timeline.
6. Communicate project status to TAC, TCC and campus committees as appropriate.