

Technology Advisory Committee (TAC)

Charge and Composition

Meeting Frequency and Times: Meets monthly for 1.5 hours via video-conferencing or alternating between the colleges. The committee is allowed to make decisions via email when necessary and appropriate.

Charge

- Provide recommendations to the Technology Coordinating Council concerning strategic policies and directions, standards and procedures for administrative information systems and instructional technology, including hardware and software.
- Provide recommendations to the Information Systems Department regarding operational priorities and system enhancements for administrative and instructional technology.
- Recommend policies and priorities related to the selection, implementation, and operation of administrative information systems and instructional technology.
- Assist in the development of the Information Technology Plan for administrative information systems and instructional technology.
- Provide communication and status reporting to constituent groups and existing councils and committees regarding administrative information systems and instructional technology.
- Establish and coordinate the work of specially appointed Task Forces as required.
- Recommend allocation of district resources to specific projects.

Composition

Co-Chairs - The co-chairs are elected from the committee. One co-chair should be a representative from instruction and the other student services. One co-chair should be an administrator and the other a faculty member. One co-chair should be from Cuyamaca and the other from Grossmont.

Two Cuyamaca College Academic Senate Representatives (one from Instruction and one from Counseling)

Two Grossmont College Academic Senate Representatives (one from Instruction and one from Counseling)

Cuyamaca Vice President of Instruction

Grossmont Vice President of Academic Affairs

Cuyamaca Vice President of Student Services

Grossmont Vice President of Student Services

Cuyamaca Dean, Learning & Technology Resources

Grossmont Dean, Learning & Technology Resources

Cuyamaca Instructional Design Technology Specialist

Grossmont Instructional Design Technology Specialist

Cuyamaca DSPS Representative (faculty or staff)

Grossmont DSPS Representative (faculty or staff)

Cuyamaca Dean, Student Services (Counseling or A&R)

Grossmont Dean, Student Services (Counseling or A&R)

Cuyamaca SSSP Technology Coordinator or Manager, Technology Programs (Coordinator role is temporary)

Grossmont SSSP Technology Coordinator or Manager, Technology Programs (Coordinator role is temporary)

Cuyamaca Instructional Operations Supervisor

Grossmont Instructional Operations Supervisor

Cuyamaca A&R Supervisor or Director

Grossmont A&R Supervisor or Director

Cuyamaca Student Services Classified Representative

Grossmont Student Services Classified Representative

Senior Director, Information Systems

District Instructional Design Technology Specialist

Non-voting Resource Members: Information Systems Staff and Other Guests as needed.

Recorder: Identified from college based on administrator co-chair

Process: Agenda to include items that require active discussion and action. Reporting out will be reserved for only those items that need input or discussion. District IS will provide a matrix of IT projects for status reporting that will be on the Intranet. Agendas and minutes will be posted on the Intranet.

Pilot Year: Because this is a significant shift in how the district and colleges have been operating in terms of technology governance, we recommend that the first year be treated as a pilot and be assessed throughout the year for effectiveness and adjustments.