

# District Technology Advisory Committee

*Replaces District Technology Committee*

## A. Description:

The YCCD District Technology Advisory Committee (DTAC) has responsibility for addressing technology issues that must be handled in a coordinated manner among the Colleges and Central Services. This committee provides the expertise and advice necessary to increase the learning opportunities available to students through the implementation and extension of technology, and to address technology use and deployment to assist with the administrative needs across the District.

## B. Purpose:

- DTAC is a district-wide committee that is tasked with technology planning and implementation at the district level.
- DTAC reviews and makes recommendations regarding:
  - Selection, deployment strategies, and prioritization of instructional and administrative technology
  - Development of policy as it relates to IT
  - Resolution of IT issues impacting the delivery of services to students and staff
- The DTAC committee is designed to be inclusive of all constituency groups (administration, faculty, staff, and students) from both college campuses and district Central Services.

## C. Functions:

- Advises, informs, and makes recommendations to the Assistant Vice Chancellor of Information Technology on the instructional and administrative use of technology throughout the district with regard to both ongoing activities and future direction
- Reviews policy on matters such as intellectual property rights, appropriate use of technology, technology standards, and identifies gaps or new areas for consideration
- Through the appropriate ITS managers, DTAC will be kept informed about the current activities, future plans, and projected scheduling in each of the following technology areas: Enterprise Applications, Enterprise Operations, Technology Services, Instructional Technology, Media Services, and Research and Planning
- In its ongoing effort to have a comprehensive overview of the entire technological effort in the district, the Committee will receive reports about the current operations, special projects, and overall status of IT

## D. Meetings:

Meetings will be schedule for 90 minutes, four times per year and will be remote technology enable (video, web and audio). Meetings will be held in a selected afternoon in September, November, January, March and late April.

## E. Membership:

Chair: Assistant Vice Chancellor of Information Technology

Members:

- Distant Education Coordinator from each college
- One faculty representative from each college
- One representative from the classified staff each college

- One representative from leadership team
- One student representative appointed by the student government from each college
- One student services representative from each college
- One representative from Central Services Fiscal Services
- One representative from Central Services Human Resources
- One representative from Central Services Public Affairs Office

Regular Attendees:

- Central Services IT leadership team
- Executive leadership or their assigned designee

F. Meeting Status and Reporting

- All meetings are considered open meetings and will have a published agenda available at least three work days prior to the meeting. All members may directly submit topics for the agenda no later than four work days prior to the meeting.
- All meetings will have minutes taken and published on the District IT website.
- An exception to the open meeting status may occur when sensitive system security issues are being discussed. If discussion of such issues are necessary, those topics will be moved to the end of the meeting and may be reported out in general terms to protect system security.