North Orange County Community College District

District Technology Committee (DTC) Charter

Purpose:
The purpose of the NOCCCD District Technology Committee is to serve in an advisory capacity to faculty, staff and administrators on matters pertaining to instructional, administrative and student services computing, telecommunications, and other technologies. The committee will develop and support the strategic technology plan, policies, procedures and standards for the District and colleges. The committee is responsible for researching, planning, and providing technology solutions to meet the needs of the North Orange County Community College District.

Specifically, DTC serves the following purposes:
1. Develop and recommend District policies, procedures, and standards that:
    a. Address the acquisition and use of technology.
    b. Ensure the security and business continuity of the District's business critical systems.
    c. Ensure compliance with state and federal laws.
2. Develop and regularly review the District Strategic Technology Plan to ensure that it
    a. incorporates leading practices in the District's use of technology;
    b. supports the success of all students through the development and/or acquisition of instructional and student support technologies, including the delivery of instructional media and online instruction and support;
    c. aligns with state recommendations and state's allocation of resources;
    d. aligns with the District's Educational and Facilities Master Plan (EFMP) and the strategic directions and goals contained therein;
    e. aligns with the work of the colleges' planning/budget committees and/or technology committees;
    f. addresses licensing responsibility, system and data security, training and education, and project/initiative completion.
3. Promote the use of technology to increase efficiency of District operations, to support teaching, and to enhance student learning.
4. Review technology-related recommendations from the colleges for cost effectiveness and District-wide compatibility.
5. Identify, prioritize, and recommend areas for expansion of technology utilization for the enhancement of instructional programs, student services and the management of the District and colleges.
6. Assess how effectively current technology is being utilized throughout the district and make recommendations for improvement.

7. Advocate for technology resources sufficient to maintain uninterrupted business-critical operations.
8. Advocate for making the use of technology a priority throughout the district for students, faculty and staff where it will improve student success.
9. Provide a structure and process for identifying and evaluating emerging technologies for possible benefit to the District and the colleges.
10. Assure bi-directional communication between end users and IT with regard to technology.
11. Establish and oversee technology focus workgroups as needed.

Membership:
- One faculty from each site – appointed by the Academic/Faculty Senates (3 total)
- One representative from each budget center – appointed by the Presidents and by the Chancellor for District Services (4 total)
- IT managers from all sites – 5 total
- Faculty DE coordinator from each site – 3 total
- Campus budget officers and District Fiscal Rep– 4 total
- One student from each site – appointed by AS or other appropriate body for NOCE (3 total)
- 1 each from Adjunct Faculty United, Confidentials, DMA, and United Faculty - appointed by the named bodies (4 total)
- Site based IT technical leads – appointed by CSEA (4 total)
- 1 VPI rep (rotating) and 1 VPSS rep (rotating) – 2 total
- Vice Chancellor of Educational Services and Technology serves the non-voting chair

Special Guidelines, Parameters, and/or Resources:
1. The committee will invite resource members as needed to provide subject matter expertise and input on specific agenda items.
2. Decision Making:
    a. Quorum - A quorum of at least two-thirds of seated members and at least two (2) individuals from each college is required for a vote on a recommendation.
    b. The District Technology Committee will obtain agreement of all three academic senates for issues that touch on academic senate purview* as outlined in Board Policy 2510, Participation in Local Decision Making.
    c. DTC will work closely with CBF and DCC on technology funding recommendations.
3. Meeting Schedule: Once a month while school is session; 8 meetings per year

Communication:

The Technology Plan, policies, standards, and procedures will be posted to the District website for sharing with all District staff.

Subcommittees of DTC

Technology Implementation Committee (TIC)

Purpose: Aggregate progress, identify challenges, and coordinate solutions for active and pending DTC approved projects

Membership:

- One faculty from each site – appointed by the Academic/Faculty Senates (3 total)
- Site based IT technical leads – appointed by CSEA (4 total)
- District Director, IT Infrastructure & Operations
- District Director, Enterprise Applications Support and Development
- Manager, Systems Technology Services – CC, FC and NOCE
- Director of Enrollment Services – FC, CC, and NOCE
- Director, Financial Aid – FC and CC
- Academic dean – CC and FC (appointed by Presidents)
- Program Director – NOCE (appointed by the President)
- District Director, Research, Planning and Data Management - District Services

We recommend the Chair of TIC be elected by members and that it rotates.

Meeting Frequency: Once a month while school is session; 8 meetings per year

Campus Technology Committees and District Services

An example of a campus technology committee is from Cypress College:

The Cypress College Campus Technology Committee (CTC) is a campus committee following a shared governance committee model guided by input from ad hoc committees representing focused technological interests. CTC Recommendations reflect the campus as a whole and support the Cypress College Strategic Plan.

Coordinate the campus's technology needs with the goals of Cypress College planning documents, including, but not limited to, the Educational Master Plan, the Strategic

Plan, the Student Services Master Plan, the Distance Education Plan, and the Campus Technology Plan.

- · Coordinate a shared vision of the utilization of technology to facilitate learning.
- · Gather information, needs, and concerns from special interest groups.
- · Promote the effective and efficient use of technology.
- · Develop technological partnerships among campus programs and departments.
- · Seek to avoid unnecessary duplications to technology.
- · Recommend procedures and guidelines for the use of campus technology. Recommend priorities for using technological resources (funding, staff, hardware, software, etc.) submitted to PBC and PAC.

Campus specific technology recommendations and implementations will come to DTC as information via the campus technology committees. DTC will review the information as needed for District-wide compatibility and compliance. If issues surface on compatibility and compliance topics, DTC will refer the projects back to the campus technology committee for resolution. DTC is not slotted to approve campus specific project unless and until it becomes a District-wide project. The following two examples can provide further illustration of the process:

- Civitas Illume – In 2017, Cypress College was interested in adopting this solution for predictive analytics and student success. Conversations were held with the other two campuses and neither Fullerton nor NOCE were interested in adopting the same solution. Cypress College proceeded with implementation of Civitas Illume with no participation by the other two campuses. This became a Cypress-only project and was successful.
- StarFish by Hobson – All three campuses had been assessing the efficacy and feasibility of this solution for a couple of years prior to Fullerton College making a firm commitment in the fall of 2020. Cypress and NOCE were interested but not ready at that time. It was Board approved as a Fullerton-only project. However, both Cypress and NOCE conducted further demos and assessment and will be ready to sign on in the fall of 2021 or spring 2022 at the latest. This has the potential to become a District-wide project in 2022-23 if DTC approves it as such.

Workgroups by Topic

Purpose: Ad hoc workgroups are formed to create a venue for discussions on topics deemed by NOCCCD to require timely and concentrated district-wide energy. These groups perform specific functions that benefit the entire district. Ad hoc workgroups function for a specific purpose for a limited period of time. Membership in an ad hoc workgroup is either voluntary or by appointment. Since these groups are formed as needed and discontinued when the project is completed, there is no description of the membership and purpose in these workgroups in this document. Examples of recent workgroups include the following:

- Financial Aid (Regulations and IT Configurations)
- Network Refresh Implementation Advisory Committee

We recommend reconstituting the current student team as an ad hoc workgroup as well. Current members of the student team can be called upon to serve on a workgroup based on topic. For instance, for ongoing work on digital transcripts or attendance accounting coding in the schedule, current student team members and others can serve on these workgroups to provide input and contribute to issue resolution.

Standards and Guidelines

- Cloud Solution Security Measure Guidelines
- Computer Equipment Replacement Plan
- Instructional Classroom Standards
- Mobile Computing Guidelines
- New System Acquisition Standards
- Social Media Guidelines
- Website Guidelines
- Policy on Use of Regroup

TCC Meeting Dates	Agenda	Minutes
May 18, 2021	Agenda	Minutes
April 20, 2021	Agenda	Minutes
March 16, 2021	Agenda	Minutes

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TCC Meeting Dates	Agenda	Minutes
Feb. 16, 2021	Agenda	Minutes
Nov. 17, 2020	Agenda	Minutes
Oct. 20, 2020	Agenda	Minutes
Sept. 15, 2020	Agenda	Minutes
May 19, 2020	Agenda	Minutes
April 21, 2020	Agenda	Minutes
March 17, 2020	Agenda	Mtg. Cancelled
Feb. 18, 2020	Agenda	Minutes
Nov. 19, 2019	Agenda	Minutes
Oct. 15, 2019	Agenda	Minutes
Sept. 17, 2019	Agenda	Minutes
May 21, 2019	Agenda	Minutes
March 19, 2019	Agenda	Minutes
Feb. 19, 2019	Agenda	Minutes
Nov. 20, 2018	Agenda	Minutes
Oct. 16, 2018	Agenda	Minutes
Sept. 18, 2018	Agenda	Minutes
April 17, 2018	Agenda	Minutes
Feb. 20, 2018	Agenda	Minutes

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TCC Meeting Dates	Agenda	Minutes
Dec. 19, 2017	Agenda	Minutes
Nov. 28, 2017	Agenda	Minutes
Oct 31, 2017 (Special)	Agenda	Minutes
Oct 17, 2017	Agenda	Minutes
Sept. 19, 2017	Agenda	Minutes
May 23, 2017	Agenda	Minutes
April 18, 2017	Agenda	Minutes
Feb. 28, 2017	Agenda	Minutes
Dec. 20, 2016	Agenda	Minutes
Nov. 15, 2016	Agenda	Minutes
Oct. 18, 2016	Agenda	Minutes
Sept. 20, 2016	Agenda	Minutes
June 14, 2016 (Retreat)	Agenda	Minutes
May 17, 2016	Agenda	Minutes
March 15, 2016	Agenda	Minutes
Feb. 16, 2016	Agenda	Minutes
Dec. 15, 2015	Agenda	Minutes
Oct. 20, 2015	Agenda	Minutes
Sept. 15, 2015	Agenda	Minutes

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

TCC Meeting Dates	Agenda	Minutes
June 16, 2015 (Retreat)	Agenda	Minutes