

Information Technology's Mission: To support the college mission and to provide the highest quality Information Technology services in the Olympic College region by continuously improving infrastructure, services, and technical leadership.

Technology Advisory Committee Charter

(TAC) Meeting:

The committee meets once a month, day to be determined.

Purpose

In accordance with recommendations from Olympic College faculty, administration, students, and following common practice at other institutions of higher education, fundamental decisions about information technology at Olympic College will be made with the guidance and counsel of the *Technology Advisory Council (TAC)*. The TAC will be an OC governance committee which will replace ITAC and ITAG and whose primary charge is to support the Executive Director of Information Technology (CIO) in IT's efforts to meet the goals of the college strategic plan, encourage faculty ideas and participation in technology adoption, develop technology policies, and support high service standards within given resource levels. The TAC will be charged to:

- Recommend and/or sponsor IT-related policies at the college
 - Review and address technology issues that affect the college as a whole
 - Review and recommend software and hardware standards
 - Review, assess, and prioritize proposals for new IT services
 - Recommend requests for new technology funding to the OC budget committee
 - Form additional taskforces, as necessary, for the review of campus-wide technology projects
 - Develop a Strategic Information Technology Plan for OC and review the technology tactical plan on a yearly basis
- Provide oversight of an annual process for establishing metrics and assessing the effectiveness of the IT department

The CIO will also utilize existing and new functional advisory groups (student, faculty, technology, and administrative) to provide support and targeted input to the TAC.

Meeting minutes and results will be publicized to the college community and recommendations will be made to the CIO, President, and/or other college leadership as appropriate.

Structure

The TAC will be chaired by an administrator designed in the first year by the VP for Instruction and then by election within TAC in the following years. All members who have served at least one year will be eligible for election as the TAC chair. If that is not possible, then the chair will be appointed by the VP for Instruction.

TAC voting members will be made up of the following stakeholder groups:

- 3 faculty members chosen by the Faculty Council
- 2 student representatives chosen by the ASOC
- 2 classified staff representatives
 - One chosen by? (Cabinet input is needed on this issue)

- One chosen by IT
- 3 representatives of administration
 - 1 representative of the VP for Administration
 - 1 representative of the VP for Instruction
 - 1 representative of the VP for Student Affairs

The TAC will be staffed by non-voting members:

- The CIO
- The IT Secretary Senior
- IT Directors and Managers as needed

Term of Membership

- To improve efficiency and collective memory, members will normally be chosen for 2 year term.
- In the first year, one member of the classified staff, faculty and administrators will be chosen for a one year term. Student membership will be a one year term.

Quorum:

A quorum, consisting of one member from each of three of the four constituencies (administration, classified, faculty, student), shall be required to conduct business.