

District Technology Committee (DTC)

Operating Agreement

I. Purpose

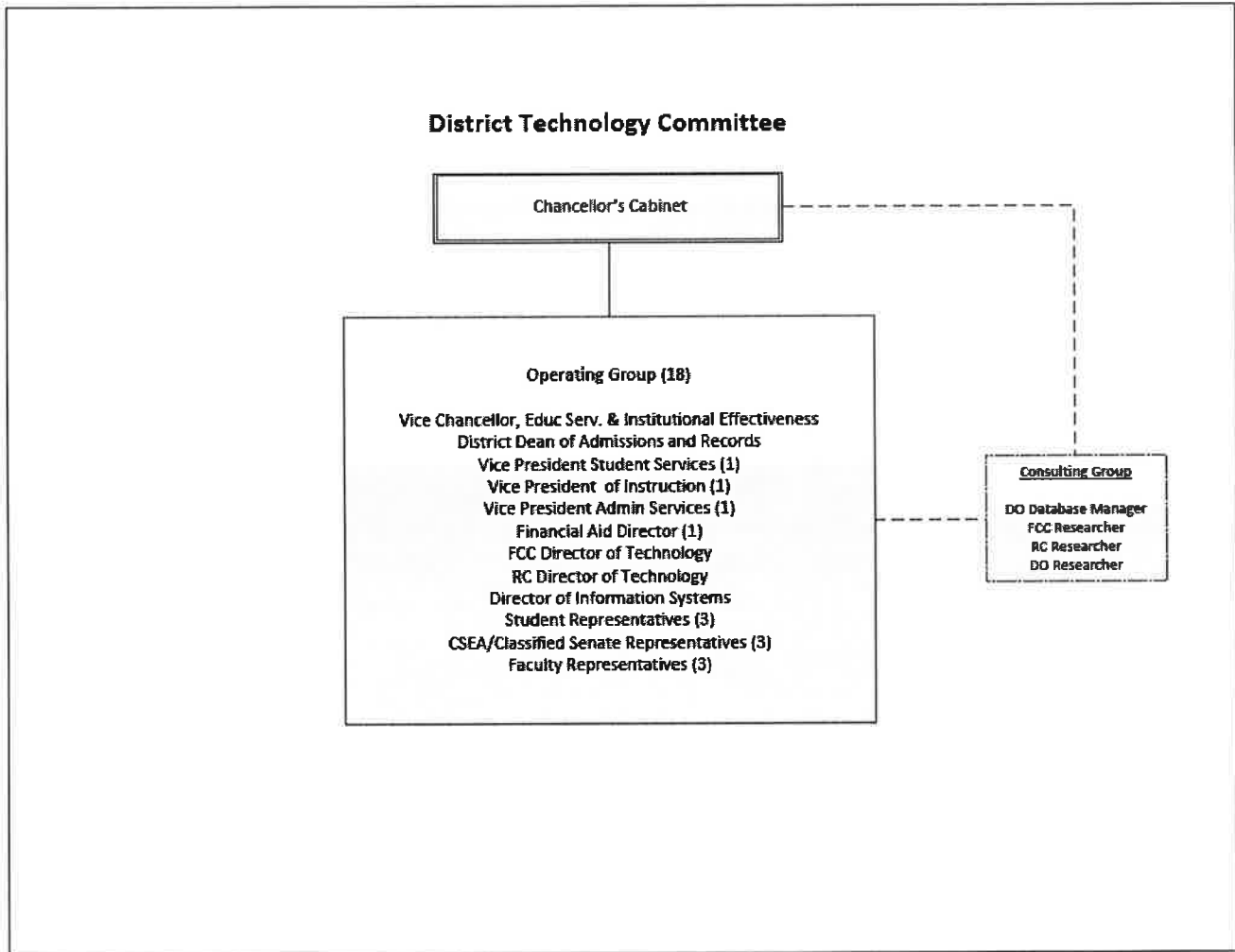
The District Technology Committee (DTC) is the district's planning body for areas involving technology. Its purpose is to recommend district initiatives regarding technology that align with the district's Strategic Plan; to recommend guidelines and measurements by which to monitor progress towards the completion of these initiatives; to coordinate technology planning between the district and colleges/centers; to ensure that the colleges'/centers' technology plans align with the district's technology plan; and to evaluate, review, and advise in planning for acquisition, maintenance, and use of current and future technology throughout the district.

II. Duties and Functions

- A. Recommend to Chancellor's Cabinet district-wide technology initiatives.
- B. Recommend priorities and provide oversight of district's long-term technology planning.
- C. Recommend guidelines and measurements and use these to monitor progress towards completion of the initiatives.
- D. Coordinate technology planning with district's Strategic Plan to project future technological needs of the district.
- E. Recommend ad hoc committees essential to technology planning implementation.
- F. Work with campus technology committees (i.e. Technology Advisory committees (TACs) and Distance Education (DE) committees) to share information on technological needs and developments.
- G. Establish standards recommendations for computer hardware, software, and peripherals for both academic and operational use, including but not limited to: desktops, laptops, servers, mobile devices, printers, cameras, projectors, classroom audio/video distribution systems, distance learning classrooms, network hardware, and infrastructure.
- H. Develop policy and procedure recommendations related to the acquisition, implementation, and replacement of computer hardware, software, and peripherals for both academic and operational activities throughout the district.
- I. Develop policy and procedure recommendations related to data security, integrity, and recovery for both academic and operational activities throughout the district.
- J. Review and update the district Technology Plan.
- K. Advise on technology in future facilities projects.
- L. Work with colleges/centers to promote accessibility of technology to all students.

III. Membership:

Membership is comprised of constituent representatives from each campus and the District Office. A consulting group is available as a resource to the committee but members of the consulting group are not voting members of the committee.



IV. Management:

- A. The Committee shall be chaired by the Vice Chancellor, Educational Services & Institutional Effectiveness
- B. The Office of the Vice Chancellor, Educational Services & Institutional Effectiveness shall maintain the secretariat for the Committee.
- C. The Committee will review the Operating Agreement at least every two years.
- D. The Committee shall meet regularly during the calendar year as necessary. Meetings will be called by the Chair.
- E. There will be an open forum at the beginning of each meeting with a time limit of three minutes per person with a maximum of twelve (12) minutes per topic.
- F. The meetings will be open to anyone to attend.

V. Decision Making Process

The Committee will make decisions based on Qualified consensus. Qualified consensus is reached when a recommendation is deemed sufficiently agreeable such that no more than two members of the group oppose it and the dissenters are willing to stand aside because they do not feel that the issue is critical and/or because they are not totally and absolutely opposed to it. A member(s) who stands aside is placing confidence in the group to reach a decision. All members have had the opportunity to voice their opinions, and all members can affirm that their opinions have been heard.

If Qualified consensus cannot be reached by the Committee after repeated attempts to do so, assenting and dissenting opinions will be drafted and signed by council members during the meeting. The council members will report back to their constituent groups the lack of consensus on the issue with the assenting and dissenting opinions. The Chancellors cabinet will make the decision and will report the decision with rationale in writing to the constituent groups.

Writing Teams:

The Writing teams are named for their primary area of focus for technology. Each Writing team will submit their respective portion of the plan to the Steering committee. The Steering committee will be responsible for compiling and disseminating the plan for review and comment to the campuses. The Steering committee will present the final version of the plan to the Chancellors cabinet. The Consulting group is a resource to the Writing teams and the Steering committee.