

## Systemwide Architecture Committee (SAC) Roles and Responsibilities

### Purpose

SAC operates as a working group that provides technical expertise to inform the development and growth of system-wide information technology infrastructure. The system-wide IT infrastructure consists of those elements of technology that are made available centrally and implemented locally including:

- hardware / software systems
- services
- best practices / standards
- data governance
- accessibility
- information security

Broad objectives for the systemwide IT infrastructure are to:

- facilitate equitable student access to the community college system,
- enhance collaboration systemwide and with other segments of the California education system, and
- provide centrally available services in a cost-effective manner with a focus on interoperability and enterprise architecture.

### Authority

SAC is a sub-committee of the Telecommunications and Technology Advisory Committee (TTAC) that works in close coordination with TTAC to develop strategic plans, policies, implementation strategies, practices, and standards regarding the system-wide implementation of IT infrastructure. The SAC (through TTAC) may also provide recommendations to the California Community Colleges Chancellor's Office (CCCCO) upon request.

### Relationship between SAC and TTAC

Area	TTAC	SAC
Focus and Authority	<p><b><u>Broad</u></b>            Considers overarching system vision, goals, policies and plans pertaining to improved outcomes for students. Provides recommendations to the CCCCCO.            “Does this generally make sense for the system?”</p>	<p><b><u>Narrow</u></b>            Provides technical reviews pertaining to overall system architecture and other aspects of IT implementation and operations. Provides recommendations to the TTAC. “Will it work from a technical perspective?”</p>
Strategic Planning	Develops and	Develops and

	recommends the vision, goals and objectives	recommends strategies to achieve objectives, specifies resource requirements including cost, and identifies technical issues. Recommends system-wide IT infrastructure guidance with respect to "Purpose" above.
Policy Development	Recommends policies	Assesses impact of policies on technical operations, future design considerations, associated cost effectiveness issues, and the ability to implement and maintain services. Suggests areas where policies and plans may be needed.
Project Review	Reviews projects for applicability to the community college mission, vision, and goals.	Reviews projects for system-wide architecture implications such as feasibility, interoperability, scalability, supportability, and the ability to replicate. Facilitates impact analysis and RFX activities.

### Regular Membership

The membership consists of a total of thirteen (13) California community college representatives who are knowledgeable of and conversant in IT issues facing community colleges, alternative architecture designs, standards, and best practices.

The membership is appointed as follows:

- The Chief Information Systems Officer Association (CISOA) appoints eight (8) members. These appointments do not have to be CISOA members but they must work for a California Community College or the CCCCCO.
  - CISOA appointed members to TTAC are part of the eight (8) representatives appointed to SAC.
  - The appointed membership shall be representative of:
    - Small and large colleges
    - Urban and rural colleges

- Single and multi-college districts
  - Instructional, library, and administrative computing support organizations
- The President of the State Academic Senate (ASCCC) may appoint one (1) member which is technically knowledgeable of information technology issues.
- The project director of the grant which funds the system-wide fiber-optic backbone, is a member.
- The project director of the grant which funds 3C Media Solutions, shall appoint a member to represent 3C Media Solutions.
- The project director of the grant which funds the system-wide learning management system, shall appoint a member to represent California Virtual Campus (CVC).
- The CCCCO project monitor of the grant which funds the system-wide fiber optic backbone, is a member.
- The CCCCO enterprise architect lead is a member.

### **Associate Membership**

Associate membership may be extended (by a decision of the regular membership of SAC) to experts from other organizations (inside or outside California community colleges) who have strong credentials in technology and a willingness to participate in the committee.

### **Term**

- The term of regular membership appointed by CISOA shall be two years in duration.
- The term of regular membership appointed by ASCCC shall be one year in duration.
- The term of membership for grant project directors is the duration of the grant.
- The CCCCO project monitor and enterprise architect lead are permanent members.
- Associate membership shall be one year in duration.
- Members may be re-appointed to serve consecutive terms.

### **Chair / Co-Chair**

The project director of the grant which funds the system-wide fiber-optic backbone and the CCCCO enterprise architect lead, will act as co-chairs. If these individuals are not available or decline the position then the regular membership shall elect a chair / co-chair with a term of office of one year. The co-chairs are responsible for communicating with TTAC and the CCCCO. The co-chairs shall represent SAC at all TTAC meetings.

### **Meetings**

Meetings shall occur as frequently as necessary (as called by the co-chairs). Meetings should be scheduled so as to facilitate coordination with TTAC and be responsive to requests from the CCCCO.

**Decisions**

Decisions shall be made through votes of the regular membership and will be in effect upon agreement among a simple majority of those present, provided that a quorum of the membership is present. A quorum exists if a majority of the regular membership is in attendance. Meetings in which decisions can be made include face-to-face meetings, teleconferences, videoconferences, or other forms of synchronous communication. Decisions may also be ratified through asynchronous polling (email, mail, etc.) provided that a simple majority of the members are in agreement.

**Changes to the Charter**

Changes to this charter may be recommended by the SAC, according to the rules of affirming decisions as noted above, and shall be approved by TTAC.

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