CALIFORNIA COMMUNITY COLLEGES
**CHANCELLOR'S OFFICE**

Telecommunications and Technology Advisory Committee (TTAC) Charter

Adopted June 4, 2001, Revised November 6, 2003, Revised May, 2017, Revised May 2019

I. Name: Telecommunications and Technology Advisory Committee (TTAC)

II. Primary Functions

    a. Advises the California Community Colleges Chancellor's Office on the continued development and deployment of telecommunications and educational technologies in the California Community Colleges.

    b. Develops and recommends the vision, goals, and objectives related to telecommunications and educational technologies to the California Community Colleges Chancellor's Office in order to improve student achievement and achieve operational and emerging effectiveness.

    c. Reviews projects for applicability to the community college mission, vision, and goals.

    d. Provide advice on the development and implementation of:

        i. The California Community Colleges system is guided by system priorities established by the Board of Governors. The Committee will identify technology priorities through the CCC Technology Plan, and review that plan on an annual basis as it guides the technological development in the California Community Colleges. The Committee will consider future applications and plans for; specifically, how the delivery of instruction and student services can be enhanced and how the system can develop its technological capacities.

        ii. California Community Colleges Budget Change Proposals (BCP). The Committee will provide advice on resource allocations to support the Technology Plan. Methods of allocating resources will also be reviewed by the Committee.

        iii. The Committee will provide advice related to technology projects, evaluation of technology projects, and areas for coordination with areas focused on teaching and learning, student support, and operational effectiveness. By request, TTAC may recommend new pilot projects in areas related to learning and student services and/or enhance the efficiency and

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effectiveness of the California Community Colleges and the

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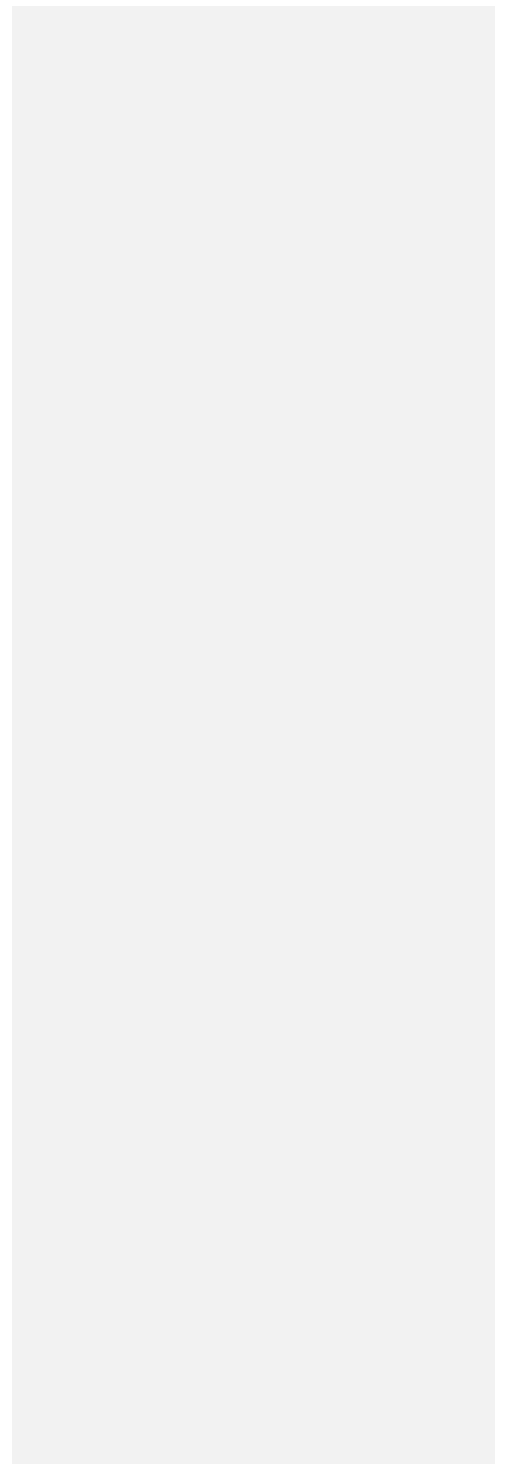
iv. CCC System Technology Plan. Pilot projects outcomes will be reviewed by the Committee.

iv. Based upon recommendations from the Systemwide Architecture Committee (SAC), TTAC will provide advice regarding general industry standards and technical guidelines for hardware/software, technology related services, accessibility standards, data governance, and information security to ensure a level of interoperability. TTAC will approve technical standards and recommend effective practices for use in systemwide projects.

v. Provide advice to California Community College Chancellor's Office related to intersegmental project governance. In addition, foster the California Community Colleges involvement with intersegmental (UC, CSU, Private Colleges and Universities, and K-12) technology initiatives.

vi. Involve the Vendor Community in identifying solutions to systemwide technology issues. Recommend approaches to be considered by the Foundation for California Community Colleges, including the procurement of vendor products to be considered by the Foundation for California Community Colleges.

vii. TTAC collaborates with other appropriate Chancellor's Office advisory committees, including project steering committees, in the development and implementation of related goals, objectives and activities including the DEETAC (Distance Education and Educational Technology Advisory Committee), SAC (Systemwide Architectural Committee), and the Data Governance Council.

COMMITTEE MEMBERSHIP AND TERMS

The committee is chaired by two co-chairs – one ASCCC representative and one CEOCCC representative. The co-chairs will preside at all meetings and work in cooperation with Chancellor's Office staff to determine the agenda, define annual goals, and develop a succinct annual report.

A. Voting Members (23)

1. Academic Senate of the California Community Colleges (ASCCC) appointees (5)

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2. Chief Executive Officers of the CCCs (CEOCCC) representative(s) (5)
3. CCCs Chief Instructional Officers (CCCCIO) representative(s) (2)
4. Association of Chief Business Officials (ACBO) representative
5. Chief Information Systems Officer Association (CISOA) representative(s) (2)
6. CCC Chief Student Services Officers (CSSO) Board (2)
7. CCC Student Senate (CCCSS) representative(s) (3)
8. California Association for Postsecondary Education and Disability (CAPED) Community College representative (1)
9. Council of Chief Librarians CCCs representative (1)
10. Classified representative appointed by the California School Employees Association Representative (CSEA) (1)

11. Classified representative appointed by the Council of Classified Employees/California Federation of Teachers.
12. Chair of the System Architecture Committee (1)

B. Chancellor's Office Ex Officio members (non-voting):
1. Deputy Chancellor or designee
2. Vice Chancellor of Digital Innovation and Infrastructure (DII) or designee
3. Executive Vice Chancellor of Educational Services or designee
4. Board of Governors members
5. Additional Chancellor's Office staff as appropriate to agenda

C. Terms
1. The expected term of service of the rest of the committee members is three years. However, members may be replaced by their constituency organizations at any time (ASCCC terms are one year).
2. Members may serve multiple terms, at the discretion of the constituency organizations.

D. Resource Persons (non-voting)
1. The committee may draw on the expertise of resource people as well as members as particular needs arise. The Academic Senate will appoint faculty resource people as needed.
2. Current Resource Person appointments:
   a. Research and Planning Group.
   b. Foundation for the California Community Colleges.
   c. Executive Director of Success Center California Community

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Quorum and Decision Model
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.

1. Quorum will consist of 50% plus one of members present in committee meetings. Vacant positions shall not be counted.
2. The committee will make recommendations based on consensus whenever possible.
3. In the event that consensus cannot be reached on a pending recommendation, the co-chairs may request approval by majority vote of the voting membership.

Meeting Schedule
1. There will be a minimum of four meetings per year, including any teleconference meetings and retreats. Work between meetings will also be necessary. The meetings for the year will be established by the co-chairs and Vice Chancellor Digital Innovation and Infrastructure (DII) or designee no later than August 1 for the academic year.
2. To the extent possible, travel costs for members and resource persons will be reimbursed.

Chair and Member Responsibilities
A. Members of TTAC are expected to do the following:
   a. Provide input ensure that the committee is successful by participating actively.
   b. Communicate effectively with constituent organizations by informing them of progress, soliciting their input, and conveying their positions and concerns in meeting deliberations.
   c. Adopt the perspective appropriate for providing input on a statewide committee in support of telecommunications and educational technologies.
   d. Prepare for and attend each Committee meeting. A member who must miss a meeting should let the the co-chairs know ahead of time if possible.
   e. Respond in a timely fashion to requests from the Committee co-

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chairs for feedback, observations, suggestions, materials, information, or other items.
- f. Share ideas, notes, and materials with other members who request them.
- g. Participate in subcommittees as appropriate.

B. The committee co-chairs are expected to do the following:
- a. Ensure that perspectives related to the Committee from constituent organizations are heard and understood.
- b. Convene and chair meetings and keep members informed of the schedule.
- c. Facilitate development and observance of committee ground rules.
- d. Work with the Vice Chancellor of Digital Innovation and Infrastructure or designee to develop agendas and other information and materials as needed, and work with Chancellors Office staff to distribute them to members in timely fashion.
- e. Facilitate progress by keeping the committee on task, and ensuring that everyone gets the chance to be heard.
- f. Respond in timely fashion to information requests from members.
- g. Ensure that a written record of the results of each committee meeting is maintained and distributed in a timely fashion to all members.
- h. Report regularly on Committee progress.
- i. Coordinate with the Vice Chancellor of Digital Innovation and Infrastructure an annual review and assessment of the Committee's effectiveness.

SUBCOMMITTEES

1. There will be a Systemwide Architecture Committee (SAC) and the chair of SAC shall be appointed by the Vice Chancellor of Digital Innovation and Infrastructure in consultation with the co-chairs of TTAC.
2. Other subcommittees and work groups may be formed as needed.

CHANGES TO THE CHARTER

Changes to this charter may be recommended according to the rules of affirming decisions as noted above and shall be approved by the Chancellor or Chancellor's designee.

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