Presentation/Proposal From

[Add Title Here]

Name: _____   **Date**: _____

Department: _____

Contact Information: _____

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A.*
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

2. TYPE OF PRESENTATION/PROPOSAL

☐ Information Item (requires approval of CA Chair)

☐ Action Item

    ☐ Information and committee feedback

    ☐ Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)

    ☐ Procedure—*new* (Attach proposed procedure separately.)

       ☐ Identify suggested location in *General Procedures Manual*: _____

☐ Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)

☐ Policy—*new* (Attach proposed policy separately.)

   ☐ Identify suggested location in *General Policy Manual*: _____

☐ Other: _____

3. BUDGET IMPACT

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

5. OPERATIONAL IMPACT

6. STUDENT IMPACT

7. ANTICIPATED IMPLEMENTATION TIMELINE

8. MOTION TO BE RECOMMENDED

Proposed Technology Advisory Committee Membership Changes

November 2018

The makeup of TAC committee is as follows and proposed changes are highlighted in yellow and as follows:

1) Correct the 2015 error whereby the ELearning representative should have been added to the GPM as a voting member of TAC.
2) Add the IT Technology Project Manager as a voting and automatic/standing member of TAC. The IT Project Manager manages technology projects for the college. This position actively participates in the college's technology evaluation processes and will chair the technology review team (subgroup of TAC). To support these duties, the IT Project Manager needs to be a voting member of the committee to support and track technology initiatives.

Committee Type	Committee	Position	Members	Years
Advisory	**Technology Advisory**	CFO or designee from fiscal services (voting):	Dave Dona	Automatic
		PA from Extended Learning (voting):		2
		PA from Student Services (voting):		2
		Chairmoot (voting):		1
		FF (voting):		2
		CA (voting):		1
		Student (ASCOCC appt/voting):		1
		Director of ITS Infrastructure (voting):	***Laura Boehme – Co-Chair***	*Automatic/Standing*
		Dir of Lib Services or designee from Library (voting):	Tina Hovekamp	*Automatic/Standing*
		eLearning Representative (voting)		2
		IT Project Manager	Darren McCrea	*Automatic/Standing*
		Director of Application & Web System Development (voting):	***Lynn Roy – Co-Chair***	*Automatic/Standing*
		CIO (non-voting):	Dan Cecchini	*Automatic/Standing*
		FIAT representative appt. by chair of FIAT (non-voting)		2

Technology Advisory Committee (TAC)

Last Approved 12/2015

TAC Charge

The primary purpose of this advisory committee is to provide judicious advice on technology issues from across all areas of the college, which the President's Advisory Team and the ITS department can use as a source for planning technology for the college.

The committee will collaborate with other college committees to prioritize technology initiatives across campus, and make recommendations to the President's Advisory Team and the ITS Department to consider in the development and maintenance of a roll-forward three year technology plan.

With the growing importance of technology in all aspects of college affairs, it is important that the selected members of the committee represent a balanced cross-section of the college who have knowledge and an interest to contribute to discussions about technology on campus.

The Director of ITS Infrastructure and the Director of Application & Web Systems Development will co-chair the committee. The committee will meet a minimum of once per term, or more often as appropriate.

For more information about this committee, see section G-6-8.1of COCC's General Procedures Manual available via COCC's website.