

## Systemwide Architecture Committee (SAC) Charter

### Purpose

SAC provides technical expertise for planning the development and growth of the system-wide information-technology infrastructure for California Community Colleges. The system-wide IT infrastructure consists of those elements of technology (in the form of hardware, software, applications, practices, and standards) that are implemented at the community college system level. Broad objectives for the IT infrastructure are to facilitate student interaction with the community college system, to enhance collaboration among the community colleges and other elements of the California educational system, and to provide services in a cost-effective manner.

### 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 Chancellors Office (CCCCO) upon request.

### Relationship between SAC and TTAC

Area	TTAC	SAC
Focus and authority	Broad – on goals, policies and plans pertaining to improved outcomes for students. Provides recommendations to the CCCCCO.	Narrow - on technical and cost issues pertaining to overall system architecture and other aspects of IT implementation and operations. Provides recommendations to the TTAC.
Strategic Planning	Develops and recommends the vision, goals and objectives	Develops and recommends strategies to achieve objectives, specifies resource requirements, and identifies technical issues. Recommends system-wide technical standards as required.
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.
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**Regular Membership**

The membership consists of a total of twelve 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 members. These appointments do not have to be CISOA members but they must work for a California Community College or the CCCCO. (CISOA-appointed members to TTAC are part of the eight representatives appointed to SAC.)

The appointed membership shall be representative of:

- Small and large colleges
- Urban and rural colleges
- Instructional, library, and administrative computing support organizations
- The President of the State Academic Senate may appoint a member which is technically knowledgeable of architectural issues
- The project director of the grant, which funds the development of the system-wide backbone, is a member.
- The CCCCO project monitor of the grant, which funds the development of the system-wide backbone, is a member.
- The project director of the grant, which funds the satellite distribution center (CCCSAT), shall appoint a member to represent CCCSAT.

**Associate Membership**

Associate membership may be extended (by a decision of the regular membership of SAC) to experts from other organizations (inside or outside 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. Associate membership shall be one year in duration. Members may be re-appointed to serve consecutive terms. The term of membership for grant directors is the duration of the grant. The CCCCO project monitor is a permanent member.

**Chair**

The project director of the grant, which funds the system-wide backbone, will act as chair. If this individual is not available or declines the position then the regular membership shall elect a chair with a term of office of one year. The chair may appoint a co-chair to serve in his / her absence at a meeting if required. The chair is responsible for recording the minutes of the meeting (or appointing another member to keep the minutes) and for communicating with TTAC and the CCCCCO. The chair shall represent SAC at all TTAC meetings.

**Meetings**

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

**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.