Park City School District
Technology Advisory Committee

Summary

This procedure specifies the operating procedures for the TAC (Technology Advisory Committee).

Procedure

Committee Mission and Charge

The TAC is charged with reviewing technology needs in the district and providing a project analysis to the District Administrators. The District Administrators will be responsible for making any final decisions necessary according to their internal rules.

The TAC's main product is a project analysis that passes on the appropriate information to the District Administrators.

A secondary charge for the TAC is to share information amongst the membership.

Membership

The TAC is comprised of the following people:

- Curriculum Director
- All ETS (Educational Technology Specialists)
- All Technology Instructional Coaches
- All Technology Department Personnel (Information Technology and Data Services)

Any other district personnel may be present at any TAC meeting, but will not have voting privileges.

Roles

The following roles will be present in the TAC:

- **TAC Chair:** must be an administrator, provides group authority and controls the agenda

- **Meeting Facilitator:** runs the meetings and presides over voting
- **Secretary:** takes notes and records votes, manages the agenda
- **Voting Member:** participates in discussions and votes

Decision Making

The TAC is an advisory board and as such does not render decisions on technology matters. All decisions are the responsibility of the District Administrators.

Any decisions as to the makeup or charge of the TAC will be made by the District Administrators.

All items that require a decision (such as a project analysis or decision to extend discussion) will be voted on by all members present at the meeting. A simple majority will be required; in the event of a tie the TAC Chair will cast an additional vote.

All vote counts will be recorded.

Meetings

TAC meetings will be held on the first Thursday of every month at 8:00 am. Meetings will run for two hours. A simple majority vote by the TAC members present will be necessary in order to extend the meeting time.

Meeting minutes will be kept for all meetings (including vote tallies), and will be posted on the TAC website.

Input

The primary input to the TAC is the project proposal. Proposals can be submitted through any TAC member.

Output

The primary output of the TAC is a project analysis. This document will provide a detailed analysis of the costs involved with the proposal, including the following:

- Estimated dollar cost for any software, hardware, or licensing
- An analysis of the technological impacts of the software, including any technical implementation issues
- An estimate on the FTEs and time required to properly train end users as necessary

Agenda

The TAC is primarily concerned with providing project analysis on technology questions in the district. While any item of interest can be discussed, issues should be relevant to all members. Any other items should be handled in a separate setting (such as an ETS or IT meeting, or through online collaboration tools).

All TAC members will be able to suggest items for the agenda, with the TAC Chair having final discretion over the agenda. Item suggestions must include the amount of time requested and who will be presenting.

All items will be limited automatically to a maximum of 15 minutes of time, and may be limited to less. A simple majority vote by the TAC members present will be necessary in order to continue discussion past that time.

All items must fit into one of three categories, and will be marked as such on the agenda.

- **Information**: brief one-directional sharing of information relevant to everyone in the group
- **Discussion**: broad ranging discussion on an issue
- **Project**: discussion on a project and the associated project analysis

Projects

Projects that come before the TAC must follow the district's project process.

Related Documents

- Project Analysis
- Project Process
- Project Proposal
- Project Implementation Plan
- Project Close