

eTranscript California Steering Committee Constitution and Bylaws

Constitution

Article I. Name

The name of the system-wide technology project sponsored by the CCC Chancellor's Office shall be known as eTranscript California (eTranscriptCA). The name of the organization managing this project shall be known as the California Electronic Transcript Standards Steering Committee.

Article II. Purpose of eTranscript California

eTranscript California is a statewide Internet-based Electronic Transcript Exchange system for requesting, viewing and transmitting standardized electronic (or academic) transcripts among authorized educational institutions and their trading partners.

Article III. Subscribers

Subscription to the services of eTranscript California shall be open to all California Community College Districts and Colleges, California State Universities, University of California campuses, any regionally accredited colleges and universities, and other organizations subject to Steering Committee approval.

Article IV. Steering Committee

Section 1. Governance. The governing body of eTranscript California shall be the California Electronic Transcript Standards Steering Committee (the Steering Committee). The Steering Committee also provides governance for all California electronic transcripts standards. The Steering Committee has direct influence over enhancement requests to eTranscript California and will channel communications to other electronic transcripts vendors in regards to CA electronic transcript standards.

Section 2. Committee Composition. The Steering Committee shall attempt to represent two and four year institutions and a diversity of membership with respect to region, size, electronic transcript exchange experience, and student information systems. The member institutions shall designate up to 2 primary representatives, 1 each from the areas of Admissions & Records and Information Technology. In addition, one supplementary representative may be added to represent the area of counseling, admissions & records, or information technology, as needed. Colleges working with other transcript exchange vendors are also eligible to be members of the committee as long as their vendors can certify support for the California Electronic Transcript Standards.

Section 3. Officers. The officers of the Steering Committee shall be a Chair, a Vice Chair, the Past-Chair, a Secretary, the CCC Chancellor's Office representative, and the Project Manager of eTranscript California. The duties and responsibilities of each officer

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will *evolve* from the bylaws of the Steering Committee. The Steering Committee shall have the authority to fill vacancies as needed.

Section 4. Terms of Service. The term of service for Steering Committee officers shall be one year beginning July 1 and ending June 30 of the following year. There are no term limits.

Section 5. Voting. Ways and means of voting by the Steering Committee shall be derived from the bylaws as adopted by the Steering Committee.

Section 6. Committee Purpose. The Steering Committee or designated sub-committee will guide future development and implementation of new technologies into eTranscript California. In addition, the committee will establish, promote and govern standards for electronic transcript data formatting and transmission for educational institutions in California. Members will cultivate relationships with organizations that use electronic transcript data. The committee will also provide models of implementation and usage to new adopters and promote the implementation of electronic transcript exchange throughout California colleges and universities. Members of the committee will support, provide leadership and presentations for, and participate in an annual user's conference for eTranscript California and CA electronic transcript standards. Change Requests for Steering Committee driven system enhancements to eTranscript California will be reviewed by the committee or a sub-committee prior to development.

Article V. Bylaws

The Steering Committee of California Electronic Transcript Standards shall adopt bylaws as needed. Bylaws must be approved by a majority of Steering Committee member institutions.

Article VI. Subcommittees

Subcommittees of the Steering Committee may be formed at the discretion of a majority of the Steering Committee. All such subcommittees must adhere to the committee's constitution and its bylaws.

Article VII. Fiscal Agent Deferred to later discussion

Section 1. The CCC Chancellor's Office may contract with a college, district or other entity to serve as the fiscal agent for eTranscript California.

Section 2. The Steering Committee will advise the eTranscript California fiscal agent and CCC Chancellor's Office on contract matters with a vendor or vendors to develop the products and services adopted by the Committee.

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Article VIII. Enactment

This Constitution shall be enacted upon the approval of four-fifths of the Steering Committee member institutions.

Article IX. Amendment

Amendments or Revisions to this Constitution shall become a part of this constitution upon the recommendation of four-fifths of the Steering Committee member institutions.

Bylaws

I. Steering Committee

A. Election/Appointment of Officers

1. The Chair is elected by the Steering Committee. The committee will put forth a good faith effort to represent both the Admissions & Records and Technical interests when electing the Chair and Vice-Chair positions. The term of service for the Chair is one year. There are no term limits.
2. A Vice-Chair is elected by the Steering Committee. The committee will put forth a good faith effort to represent both the Admissions & Records and Technical interests when electing the Chair and Vice-Chair positions. The term of service of Vice-Chair is one year. There are no term limits.
3. A Secretary is elected by the Steering Committee. The term of service for the Secretary is one year. A temporary Secretary can be appointed in the absence of the Secretary. There are no term limits.
4. The CCC Chancellor's Office Representative is appointed by the Technology, Research and Information Technology division of the CCC Chancellor's Office, which is responsible for system-wide technology projects. The term of service is unlimited.
5. The Project Manager is appointed by the CCC Chancellor's Office. The term of service is unlimited.
6. The Past-Chair position is occupied by the most recent former Chair. The Chair of the Steering Committee shall become Past-Chair upon the election of a new Chair and his/her assumption to that position on the date specified in the Constitution.
7. The Steering Committee shall have the authority to fill vacancies as needed.

B. Responsibilities of Officers

1. The Chair shall assume responsibility for general activities of California Electronic Transcript Standards Steering Committee, conduct necessary correspondence, prepare the agendas for Steering Committee meetings, communicate with all committee members as necessary, and communicate with non-members in promotional campaigns. The Chair shall have direct correspondence with the eTranscript California Project Manager, the CCC Chancellor's Office and the eTranscript California vendor. The Chair shall

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have oversight responsibilities for all Steering Committee meetings and shall be a member *ex officio* of all sub-committees of this Steering Committee. The Chair shall be responsible for long term planning, monitoring the progress of all eTranscript California projects and providing feedback and guidance on each project.

2. The Vice-Chair shall act as Parliamentarian and the chief assistant to the Chair. The Vice-Chair shall be responsible for strengthening the Steering Committee's relationship with leadership from state and regional associations, eTranscript California subscribers, and with the eTranscript California vendor(s). The Vice-Chair will work with the Chair to foster greater adoption of electronic transcript standards through eTranscript California or other vendor subscriptions. In addition, Vice-Chair will work to foster greater participation of subscribers in eTranscript California activities. The Vice-Chair shall be responsible for arranging the annual eTranscript California workshops including site selection, program development, marketing, and registration. In the absence of the Chair at a Steering Committee meeting or function, the Vice-Chair shall assume the Chair's responsibilities.
3. The Past-Chair shall serve as adviser to the Chair, the Steering Committee, to the subscribers, and to the vendors. The Past-Chair is responsible for review of the constitution and bylaws. In the absence of both the Chair and Vice-Chair at a Steering Committee meeting or function, the Past-Chair shall assume the Chair's responsibilities.
4. The duties of the Secretary are to take the minutes at Steering Committee meetings and assist with meeting organization. The Secretary is also responsible for archived Steering Committee meeting minutes.
5. The duties of the CCC Chancellor's Office Representative are to represent and foster support for the project and project activities within the CCC Chancellor's Office, including political backing, promotional efforts, and financial resources.
6. The duties of the Project Manager are to support the growth and development of the Project and facilitate planning and issue resolution. The PM prepares system specifications and project plans, recruits and facilitates subcommittees and contributors, and coordinates subcommittee activities and communication. The PM coordinates the production of system documents, promotional materials, and online project resources. The PM will facilitate research and analysis and make reports with recommendations for issue resolution to the Steering Committee and CCC Chancellor's Office. The PM communicates with external agencies, groups and individuals, including legal counsel and departmental experts within the CCC Chancellor's Office, the Office of Civil Rights, and

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members of other state educational systems, and facilitates fact-finding and issue resolution between stakeholders. The PM maintains relations with standards bodies like PESC. The PM maintains a close working relationship with the Chair and CCC Chancellor's Office and cultivates cooperative relationships with all constituents and stakeholders in the Project. The PM will act as the single client contact authorized to make contractual obligations, such as system enhancements and changes, with the Vendor.

C. Steering Committee Membership

The Steering Committee members must adopt a system-wide perspective and contribute their institution experience and expertise to system design and issue resolution. Members must support diversity in the composition of the Steering Committee as outlined in the eTranscript California constitution (Article IV Section 2). Members must make a good-faith effort to apply staff to beta-test releases of the eTranscript California system. Members must also actively participate making presentations at workshops and conferences and in promotional activities for eTranscript California.

Guests may attend meetings as invited by committee members for the good of the order. Guests may include but are not limited to vendors, affiliated organizations, other college projects, subject matter experts, or others.

D. Meetings and Voting

The Steering Committee will meet monthly or as frequently as deemed appropriate by the committee. The Steering Committee will schedule ~~three~~ two in-person meetings annually with the balance being held via online / conference calls. Steering committee members are expected to attend both in-person meetings unless extenuating circumstances prevent them from attending. The Community College contingency has the right to hold alternating meetings reserved for CCC institutions only.

The Steering Committee will have seats open for membership representation named in the constitution. Members should be represented by up to two seats total. Combined they will have one vote per organization. Only Members that are eTranscript California subscribers can vote on topics related to eTranscript California development. All member organizations can vote on topics directly related to California electronic transcripts standards.

1. New Members

Any eligible college or district may be elected to the Steering Committee upon the recommendation of an active member of the Steering Committee and the approval

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of a majority of the member institutions represented on the Steering Committee in accordance with the provisions of Constitution Article IV Section 2 Committee Composition. The starting date of service on the Steering Committee for a new member shall be determined by the Steering Committee.

2. Removing Members

a. Voluntary Removal

- 1) A college or district may remove itself at anytime from the Steering Committee. The primary representative of the college/district shall notify the Steering Committee Chair in writing of their institution's decision to withdraw from the committee.
- 2) The Chair of the Steering Committee shall notify the Steering Committee by the next meeting of the withdrawing institution's decision.
- 3) Institutional members may change their committee representatives by notifying the Steering Committee in writing of the individual withdrawal and new addition.

b. Involuntary Removal

- 1) Participation in Steering Committee meetings and events will be reviewed by the committee on an annual basis.
- 2) Missing three (3) meetings in a row without asking for a leave of absence may lead to removal from the committee.
- 3) A college, district, or representative that no longer actively participates on the Steering Committee, the general committee, sub-committees, projects, correspondence or other events determined by the Steering Committee; has not requested voluntary removal; and has not requested a leave of absence; may be removed from the Steering Committee upon the recommendation of the Chair and approval of two-thirds of the Steering Committee members.

c. Leave of Absence

- 1) A Steering Committee member college or district may request a leave of absence from the committee for up to one-year.
- 2) The member's primary representative to the Steering Committee shall request the leave of absence in writing to the chair of the committee.

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- 3) The Chair shall present the request to the committee. Upon approval of a majority of the members the leave of absence shall begin for the period requested.
- 4) A leave of absence may be extended beyond one-year for up to six months for unusual mitigating circumstances and upon the approval of two-thirds of the Steering Committee members.
- 5) The member college/district on leave of absence will be excused from all activities, meetings and events for the period of the leave; however, the member college/district shall remain on the Steering Committee list-serve and other communication listings.

II. eTranscript California Subscribers

Colleges may subscribe at any time. Terms and conditions for subscription to eTranscript California are set forth in individual subscriber agreements with the Vendor. Subscriber agreements are subordinate to the master system contract between the Vendor and Fiscal Agent.

III. eTranscript California Vendor

The rights, responsibilities and obligations of the Vendor are set forth in the master system contract between the Vendor and Fiscal Agent. Additional obligations are set forth in work-order agreements under the master contract. The Vendor actively solicits subscriber institutions in collaboration with promotional plans established by the Steering Committee. The Vendor may meet regularly with the Steering Committee and conducts all design and development through the Committee and subcommittees as authorized. The Vendor provides reasonable and timely estimates for costs and timelines for proposed enhancements and changes to the system. The Vendor will facilitate and implement annual updates of eTranscript California applications and will be instrumental in conducting promotional campaigns and user workshops.

IV. eTranscript California Planning

The Steering Committee, with the CCC Chancellor's Office Representative, is responsible for establishing the vision, mission and objectives of the Project in a written plan known as the eTranscript California Strategic Plan. The Committee will set priorities, activities and timelines for accomplishing those objectives each year.

V. eTranscript California Product Enhancements

eTranscript California product enhancements are specified and managed by the Steering Committee within the scope of the Strategic Plan. Costs, when applicable, are estimated by the Vendor. Authorization for product enhancements is provided per contract by the

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CCC Chancellor's Office Representative. Product enhancements and changes are bundled into annual releases on established development schedules for system applications.

VI. Funding

The eTranscript California Project is a CCC Chancellor's Office initiative and as such is financially supported to the degree possible by State funding allocations. The CCC Chancellor's Office cannot pay for enhancements that only benefit four year institutions.

VII. Changes to Bylaws

Changes to the bylaws of eTranscript California may be made upon approval of two-thirds of the members of the Steering Committee.

Document version control:

Version	Description	Date
9/25/07	Draft - Initial draft reviewed by steering committee	9/25/07
V1.01	Draft - Updates based on initial steering committee review	10/4/07
V1.02	Draft - Internal review and updates – Submitted to steering committee for review (10/9/07)	10/8/07
V1.03	Name change from CCCTran to eTranscript California	9/11/09
V2.0	Constitution and Bylaws - steering committee revised, 8/3/2011 meeting	8/3/2011
V2.1	Constitution and Bylaws revisions by steering committee	8/8/2013
V2.1a	Updates from committee officers; Article IV Sec 2; By-Laws Sec D	8/27/13
V2.2	Updates from steering committee meeting to Article IV Sec 2 – Final	9/12/13