

INSTRUCTIONAL TECHNOLOGY ADVISORY GROUP

DESCRIPTION AND STATEMENT OF WORK

Return on Investment (ROI)

Because participation in the work of this instructional technology group is optional, ROI will vary from person to person. Each member of the Instructional Technology Advisory Group will have the opportunity to attend one or more in-person meetings per year, and can also serve on task forces.

- Instructional Technology Advisory Group Member
 - Investment: Instructional Technology in-person meetings generally last 5-6 hours, and are designed for advisory, reporting, and professional development purposes. Each meeting includes time for sharing with colleagues and developing relationships, as well as times focused on specific areas of instructional technology and design. Additional communication of needed input may be periodically conducted via e-mail.
 - Return: After attending an Instructional Technology advisory meeting, participants should feel more connected to their PALNI colleagues and better equipped for the work of instructional technology and design.
- Instructional Technology Task Force Member
 - Investment: Each task force meets monthly for 1 hour and generally lasts about 6 months. Work for the task force varies by content and level of involvement.
 - Return: Opportunity to focus on specific areas of interest and/or expertise with colleagues across the state. Opportunity to offer knowledge sharing between instructional technologists and PALNI.
- Instructional Technology Steering Committee
 - Investment: Members of the Instructional Technology Steering Committee are expected to spend at least 2-3 hours a month on Instructional Technology work. This includes monthly meetings.
 - Return: Instructional Technology Steering members receive up to \$1500 annually in professional development funds to develop their leadership. They also gain experience in designing professional development opportunities.
- All of PALNI
 - Return: This Instructional Technology work provides instructional technology tools and resources to all PALNI members regardless of involvement in such activities.

Goals of this Statement of Work

This statement of work defines the operational support provided by the Instructional Technology Advisory Group and Instructional Technology Steering to PALNI supported institutions. The objectives of this statement of work are to:

- Articulate clear roles and responsibilities of the Instructional Technology Advisory Group and Instructional Technology Steering.
- Provide a concise and clear description of the operational services and support provided.
- Ensure that expected service is delivered through measurable means.
- Communicate expectations for PALNI supported institutions.

Group Charge

The Instructional Technology Advisory Group provides resources and support to PALNI supported organizations working in instructional technology, information technology, and instructional design.

Specifically, the Instructional Technology Group:

- Holds 2-3 virtual or in-person workshops per year.
- Creates targeted task forces on relevant instructional technology topics.

Group Membership

Anyone employed by a PALNI member school who is involved in instructional technology, information technology, or instructional design in their library or institution is automatically considered a member of the Instructional Technology Advisory Group. Participation in Instructional Technology Group events and work is encouraged but optional.

The work of the Instructional Technology Advisory Group is coordinated by a steering committee. Current members are as follows:

- Andrea Bearman [Chair]
- Noah Brubaker, PALNI Associate Director
- [Vacant]
- Nathalie Rouamba, University of Saint Francis, Teaching and Learning Services Coordinator & Instructional Designer
- Greg Lutz, Marian University

The steering committee can be contacted through Andrea Bearman at andrea@palni.edu

Ongoing Responsibilities of Instructional Technology Advisory Group

- Review the statement of work annually or as necessary to address changes in staffing, expectations, or service needs.
- Perform action items, including those from the strategic plan and others that are identified.
- Actively collaborate with other PALNI groups.

Ongoing Responsibilities of Instructional Technology Steering

- Members of the Instructional Technology steering committee spend approximately 1-2 hours per month working on Instructional Technology activities, and are expected to serve in a leadership capacity by chairing and serving on task forces, as well as planning Instructional Technology events.
- Members will continually explore group purchasing options and consortial tools as needed (e.g. TurnItIn, Quality Matters, Articulate, Copyright Clearance Center, SIPX, etc.)

Ongoing Local Responsibilities

- Instructional Technology resources and support are developed specifically for staff at PALNI member libraries. Implementing tools and services will be the responsibility of the adopting institution.

Communication

- Instructional Technology Steering Committee provides the PALNI board and other stakeholders with updates about activities and support requests via the PALNI community site and email list.

For More Information

- Contact Andrea Bearman, andrea@palni.edu