Academic Technology Committee Guidelines
2023

Approved by Committee 2023

I.   Mission

The Academic Technology Committee is charged with reviewing and recommending technology **needs** and **policies** for academic departments and faculty **training**. Furthermore, the committee collaborates closely with Information Technology Services (ITS) and the Department of Educational Technology and Innovation to coordinate technology implementations and to assess broader institutional technology needs.

II.   Membership

A. Tier Status

The Academic Technology Committee is a "Tier 1 Committee" of the Faculty Assembly.

The composition of the Committee shall be composed of diverse representation from academic departments and from each key department with technology concerns whenever possible.

The Director of Information Technology Services (ITS) is the Ex-Officio member, hereafter known as "Ex-Officio." *Greg Fraser,*

There can be a non-voting, student member appointed by the student government.

If needed, member substitutes will be selected by the Executive Committee.

B. Term of Service

Committee members will be appointed by the Executive Committee to a three-year term.

C. Officer Election

The Chair and Vice-Chair shall be elected by the Committee. To maintain continuity in accomplishing the charge of the Committee, the current Vice-Chair will transition into the position of Chair at the conclusion of the final meeting of the academic year. The Vice-Chair must be a 1st or 2nd year committee member. The term of the Vice-Chair is one year.

D. Roles Defined

The Committee Chair convenes meetings, prepares agendas, and reports to the Faculty Assembly.

The Vice-Chair keeps/distributes/posts minutes, monitors attendance, and assumes Chair responsibilities after one year as Vice-Chair. The Vice-Chair is responsible for conducting meetings in the event that the Chair is absent or becomes unable to perform his/her duties.

III.   **Procedures**

A. Nominations and Voting for Officers

Nominations and voting for Vice-Chair occurs at the first meeting of the academic year. In the event that the Committee Chair position is vacant due to the previous Vice-Chair not returning, the Committee elects a Chair as well.

B. Meeting Schedule

Meetings shall take place monthly throughout the academic year.

C. Recording Attendance

Attendance will be recorded at every meeting.

D. Quorum Requirements

All Committee votes require a quorum (50% +1 of the committee members). The Ex-Officio(s) and student member(s) (if applicable) are not voting members of the Committee.

E.   Scheduling the First Meeting

Meetings shall take place monthly throughout the academic year. The first meeting of the academic year should be scheduled no later than 4 weeks from the beginning of the semester. Meetings for the academic year should be coordinated at this time. The meeting calendar is posted to a shared calendar, and sent via email to members by the Vice-Chair.

At the first meeting of the fall, the Chair will report old business and a member from the Information and Academic Technology Departments will report on any summer activities.

F.   Decision Process

G. Ex-Officio Involvement/Responsibilities

Note: The Committee reserves the right to hold meetings without the Ex-Officio.

IV.   Archiving Documents
   A. Confidentiality
Not Applicable

   B. Drive Folder
The Chair maintains a Google Drive folder of meeting notes and documents and <u>transfers ownership</u> of the folder to the Vice-Chair at the last Committee meeting of the academic year.

   C. Record/Reference Material Maintenance
Naming conventions for the meeting minutes and agenda shall follow the following formats and be placed in the appropriate folders
       a.   ATC_Minutes_yyyy_mm_dd
       b.   ATC_Agenda_yyyy_mm_dd

V.   Reporting
   A. Summaries for Faculty Assembly
When the Committee meets, the Vice-Chair is responsible for offering a summary of Committee activities at the following Faculty Assembly. If the Committee has any motions needing to be voted upon, the Vice-Chair is responsible for forwarding them to the Secretary of the Executive Committee for inclusion on the next Assembly agenda.

   B. Attendance
A list of those attending is included in the minutes for each meeting.

   C. Minutes
The Vice-Chair is responsible for forwarding meeting minutes in a timely fashion to the Secretary of the Executive Committee.

   D. Annual Report

The Chair submits an annual report of the Committee's activities to the Secretary of the Executive Committee at the end of the academic year or no later than May 31.

VI.   Amending Guidelines

The Committee guidelines will be reviewed annually during the fall semester and revisions will be discussed and revised where appropriate. The revisions will be submitted to the Secretary of the Executive Committee for inclusion on the next Assembly agenda.