Institutional Technology Advisory Committee By-Laws

PURPOSE

The Institutional Technology Advisory Committee serves as an oversight and planning committee on matters of technology and is responsible for reviewing and making recommendations regarding the use of technology at the College. The Committee is an information-sharing and vetting forum that makes recommendations regarding college technology policies, procedures, and standards and prioritizes requested technology projects and capital requests. The Committee is advisory in nature and makes recommendations to the Dean of Information Technology who creates the Technology Plan and recommends policies to the President's Advisory Team.

SPECIFIC RESPONSIBILITIES

- Review College policy on matters relating to technology and make recommendations to the Dean of IT related to those policies.
- Review the status of technology projects at the college and data associated with them and make recommendations to the Dean of IT related to those projects.
- Review the College Technology Plan written by the Dean of IT and provide feedback on the plan.

MEETINGS

The Committee will meet at least once every semester and as needed.

AGENDA

1. The Institutional Technology Advisory Committee will generate its agenda from items submitted to any committee member by anyone in the campus community.
2. The agenda will be prepared by the Chair and the Co-Chair of the Institutional Technology Advisory Committee and available to the Committee members 24 hours in advance of the meeting.
3. The agenda and minutes of previous meetings will be posted on the Committee team site. Committee actions will be reported to the college community as required by the office of the President.

MEMBERSHIP REPRESENTATION

The membership of this Committee will include, but not be limited to:

Chair and Co-Chair – selected from the pool of committee members by majority vote of the committee members, excluding the Dean of IT (See SERVICE section)
Dean of Information Technology – permanent non-voting member
One (1) Administrative member – selected from the pool of administrative staff
Two (2) Career Program Faculty members
Two (2) Transfer Program Faculty members
Two (2) Professional Support Staff members*
Two (2) Associate Support Staff members *

One (1) student member – selected from the pool of current students**
*1 of the 4 Support Staff members must be from IT staff and 1 from eLETS staff
**A current student may be invited to join the Committee, but student membership is not required.

SERVICE

Chair and Co-Chair serve 2-year terms. A vote will commence at the first meeting of the new 2-year term to select a new Chair and Co-Chair. If there are no nominations for Chair, the Co-Chair will have the option of assuming the Chair role pending a vote.

The Dean of IT is a permanent non-voting member. Committee members will be appointed through the College's Committee on Committee's annual process. Members who cannot complete their term will be replaced by committee recommendation.

OPERATIONS

1. Meetings can occur without a quorum, however a quorum must be present to conduct a vote. Members who are not physically present at the time of the meeting, but who can attend using electronic means (phone, conferencing software, etc.) can vote and are considered in the quorum. A quorum will consist of 7 members, and must include the Chair or Co-Chair.
2. Robert's Rules of Order will be used to conduct meetings.
3. Committee members will work to achieve consensus. A motion will be passed with an affirmative vote of 6. The numeric results of the vote will be included in the final recommendation.

PROCEDURES

The President's Advisory Team has established the Institutional Technology Advisory Committee to give faculty, staff, students, and administrators the right to participate effectively in college technology planning. The following procedures shall apply:

1. The Chair and Co-chair shall share all major leadership responsibilities, including calling meetings, setting agendas, relaying all necessary information relating to specific responsibilities and timelines, conducting meetings, taking minutes, and reporting outcomes.
2. Agendas and meeting minutes will be posted on the Committee team site.
3. The Institutional Technology Advisory Committee will serve as a centralized forum to share information and discuss activities, projects, programs, and plans that have been developed, or are being developed related to technology.
4. Faculty and/or staff from various areas of the college may be asked to participate in the committee's meetings if they have specific areas of expertise that are pertinent to the matters being discussed.
5. While this committee is advisory in nature, there may be times when the committee makes a formal written recommendation on an issue that arises from the committee's work. Formal recommendations require a vote as stipulated above in "Operations."
6. Formal recommendations will be reported to the Dean of Information Technology in consultation with him/her. The Dean of IT and the chair or co-chair will report the Committee's recommendations to the President's Advisory Team and/or the President. The Dean of IT and

the chair or their designees will represent the Committee at Board of Trustees meetings should recommendations rise to that level.

REVIEW

These bylaws can be amended by two-thirds majority vote of those present (physically or electronically as described in “Operations”) and voting, provided that written notice has been given to all members at least five working days before the meeting during which the amendment will be considered. The proposed amendment shall be consistent with the Policies and Procedures of the College.