Cañada College

Technology Committee
Bylaws

Date Submitted to PBC:
Approved by PBC:

Contents

Committee Purpose

Role

This committee is charged to advocate for the college community to have ~~ensure the community has~~ secure, accessible and reliable technology that improves and supports learning, instruction, communication and operations. The Technology Committee reports to the Planning & Budgeting Council (PBC)~~directly to the Instructional Planning Council~~. Committee members are also required to report committee recommendations to constituent divisions and governing councils (including Academic Senate, Classified Senate, Instructional Planning Council (IPC), Student Services Planning Council (SSPC), and Administrative Planning Council ~~and Planning and Budgeting Council~~).

Responsibilities

The Technology Committee is advisory to the Instructional Planning Council on a range of issues related to technology. These advisory tasks include:

1. Develop the three-year Technology Plan that ~~(a) summarizes the work the committee has accomplished, (b)~~ sets forth the goals and objectives for the coming three years and ~~, (c)~~ aligns with college and district plans, goals and objectives, ~~(d) integrates into institutional planning at all levels, and (e) provides direction for the College's technology vision~~.
2. Prepare an annual summary of progress~~annual progress reports~~ on the committee's work on the goals and objectives set forth in the Technology Plan and on the committee's work in the following areas.
3. Assess & Evaluate
   o Technology usage and needs annually with assistance from the Office of Planning, Research and Institutional Effectiveness;
   o Technology resource requests by providing input and guidance on requested resources when needed.~~participating in the Planning and Budgeting Council's annual resource request prioritization meeting~~.
4. Develop Procedures and Policies for
   o Educational technology and online instruction in consultation with the Accreditation Liaison Officer, Disability Resource Center (DRC) and Vice President of Instruction regarding compliance with external mandates, including specifications articulated by Title 5, the Accrediting Commission for Community and Junior Colleges (ACCJC), and Section 508 of the Federal Rehabilitation Act;
   o Minimum campus technological standards in collaboration with Information Technology Services (ITS);
5. Make Recommendations for
   o The implementation of centralized online student support services;
   o The appropriate use of educational technology, in particular the use of proprietary applications (e.g. textbook publisher's online resources) that support teaching and learning;
   o ~~Technology needs and policies for the Instructional Planning Council (IPC) and the Planning and Budgeting Council (PBC);~~
   o Equitable access to necessary technology for faculty, staff and students. ~~???recommendations for equity and making necessary technology available to all students???~~
6. Support & Review the annual Technology Refresh Process ~~Review & Approve annual campus technology inventory, replacement cycle and replacement criteria drafted in~~ collaboration with Information Technology Services (ITS);

7. Collaborate with the Professional Development Planning Committee to determine campus professional development needs related to technology.
8. Consult with Academic Senate when committee work may impact academic and professional matters that fall within the 10 + 1 area.
9. Consult, advise, and collaborate with, as appropriate, other college and district colleagues concerned with the effective use of technology.
10. Continuously improve the Technology Committee structure, mission, plan, goals and objectives in order to adapt to the changing technology needs for instruction, student services, and business operations.

Membership

Membership Terms
Terms are dependent on service on the committee represented. Terms for Classified and Faculty representatives will be for two years and for Student representatives will be one year (August-June) except for initial appointments and any mid-term replacements, which will result in staggered terms. Appointments will be made by June preceding the terms of appointment.

How Members are Appointment or Selected
Committee members are appointed through Classified Senate, Academic Senate, and Associated Students of Cañada College. (Classified representatives are also vetted through CSEA.)

Committee Membership
College participatory governance committee membership ensures representation of college constituency groups—faculty, classified, students, administration. The Committee is led by a tri-chair made up of the Dean of Academic Support & Learning Technologies, the Online Education Faculty Coordinator and the Instructional Technologist, appointed by position.
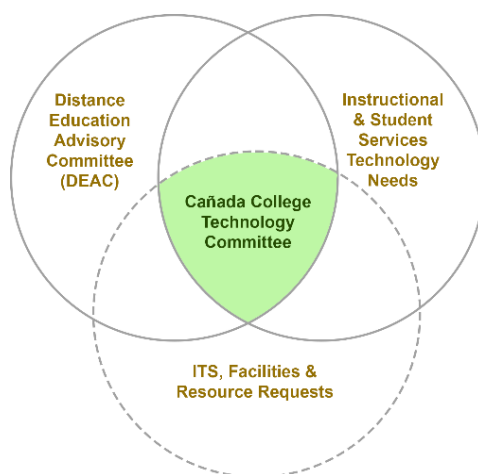
- Dean of Academic Support and Learning Technologies (Tri-Chair, Distance Education Advisory Rep)
- Faculty Online Education Coordinator (Tri-Chair, Academic Senate Rep)
- Instructional Technologist (Classified Senate and IPC Rep)
- Technology-Focused Faculty Member
- District ITS representative
- Local ITS representative
- Student Services Representative, Classified (SSPC Rep)

- Associated Students of Cañada College representative
- Vice President of Instruction (APC Rep)
- Vice President of Student Services (PBC Rep)

Faculty: 2 | Classified: 2 | ITS: 2 | Administrators: 3 | Students: 1

Resource Members

The Technology Committee has historically operated with the participation of a large number of committee members. This proved to make taking action and moving forward difficult, however, it is essential for the Technology Committee to have a wide variety of perspectives to consider in the decision-making process. The participation of resource members is valued and necessary to the successful work of the committee. The listing of resource members is not intended to be restrictive, however, the composition of resource membership should include at a minimum:

- Technology-Focused Faculty representatives from each non-represented division
- Disability Resource Center Representative
- Professional Development Planning Committee Representative
- Guided Pathways Steering Committee Representative
- Library Representative
- Learning Center Representative
- Vice President of Administrative Services
- DEAC Membership

Annual Orientation of Members

Committee chairs and co-chairs participate in the Planning and Budget Council's annual "PBC Orientation." Committee members are invited to attend.

Expectations of Service

Committee members will:
- commit to attend and prepare for meetings,
- notify co-chairs if unable to attend scheduled meetings,
- solicit feedback from and report out to constituent groups.

Removal

Members may be removed or asked to resign by consensus of the committee after three (3) absences in one semester.

Co-Chair Selection

Co-chairs serve by their position. Currently the co-chairs of the Technology Committee are the Dean of Academic Support & Learning Technologies, the Online Education Coordinator and the Instructional Technologist.

Dissemination of Agenda and Meeting Summaries

Agenda Building

Technology Committee Tri-Chairs will be responsible for developing and approving agendas. Committee members may request that an item be included on the agenda by contacting one of the tri-chairs. The Tri-Chairs will review with the committee all requests not approved for agendas. The Committee may decide by consensus to include items on a future agenda not approved by the Technology Committee Tri-Chairs. All agenda items will be given a time allotment as appropriate for the

item.

Agenda packets will be distributed by the tri-chairs~~a chosen member of the committee~~ one week before meetings to the College community (administration, faculty, classified staff, and Associated Students) to ensure that the appropriate stakeholders for each topic are present during each meeting. All meeting agendas, summaries~~minutes~~, and related materials will also be posted to the [Technology Committee website](#).

Formation & Role of Task Forces

A task force or ad hoc work groups are "small groups created by a Planning Council, Committee, or Senate for a short time—less than a year—for a defined "task" or purpose. Membership of the Task Force relies on topic experts, interested parties, and may include representation of college constituency groups as determined by the founding Planning Council, Committee, or Senate (See *Compendium of Committees*, April 2019).

Rules of Procedure for Conduct of Meetings

The Technology Committee will meet bi-monthly. Meeting agendas and required attendance will be determined by the Committee Tri-Chairs in advance and will represent the Committee's three areas of focus as needed. Meeting dates, times and locations will be determined at the start of each Academic Year by the Committee Tri-Chairs.

Consensus Method

The Technology Committee makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of responses:

- I support the recommendation completely.
- I support the recommendation with reservations.
- I cannot support the recommendation.

A recommendation will be forwarded to the Planning & Budgeting Council (PBC)~~Instructional Planning Council (IPC)~~ when 60% of members present are at any one level. Any member of the Technology Committee can submit a brief rationale for his or her vote which can be presented to the Planning & Budgeting Council (PBC)~~Instructional Planning Council (IPC)~~.

Quorum

A quorum must be present in order to forward a specific recommendation to the Planning & Budgeting~~Instructional Planning~~ Council. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose, a quorum is defined as half, plus one, of the voting members.

Actions

The Technology Committee ensures the right of faculty, staff, and students to participate effectively in a consultative environment. The committee commits to creating an inclusive environment by inviting specific members of the Cañada community to meetings where their perspectives are essential to the agenda items at hand. All actions and decisions made by the Technology Committee constitute recommendations to the Planning & Budgeting~~Instructional Planning~~ Council.

Bylaws Change Process

Any member of the Technology Committee may propose a change to the ~~Guidelines~~ Bylaws.

The ~~Guidelines~~ Bylaws may be amended by consensus of the members of the Technology Committee. The Guidelines may be adopted by the unanimous consent of all the voting members of the Technology Committee in consultation with their respective constituents.

Evaluation

The Technology Committee Bylaws will reviewed annually and updated as needed. Updates to the Committee Bylaws will be presented to PBC along with the Annual Summary of Progress on the Technology Plan. ~~Committees report to the Planning and Budget Council annually on the progress of the the ¶~~

~~3-year plans. Annual reports may be submitted or presented to PBC.~~