



# Technology Committee Bylaws

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# Committee Purpose

## Role

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

## Responsibilities

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

1. Develop the three-year Technology Plan that sets forth the goals and objectives for the coming three years and aligns with college and district plans, goals and objectives.
2. Prepare an annual summary of the committee's work progress based on goals and objectives set forth in the Technology Plan.
3. Assess and evaluate:
  - o Technology usage and needs (annually) with assistance from the Office of Planning, Research, and Institutional Effectiveness (PRIE).
  - o Technology resource requests by providing input and guidance on requested resources when needed.
  - o Develop procedures and policies for educational technology and online instruction in consultation with the Vice President of Instruction, and both college and district DEAC. Establish 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).
4. Make recommendations for:
  - o The implementation of centralized online student support services.
  - o The appropriate use of educational technology, in particular the proprietary applications that are used college-wide and impact students, faculty, and staff.
  - o Equitable access to necessary technology for faculty, staff, and students.
5. Support and review the annual Technology Refresh Process collaboration with Information Technology Services (ITS) and the Vice President of Administrative Services.
6. Collaborate with the Professional Development Planning Committee to determine campus professional development needs related to technology.
7. Consult with the Academic Senate when committee work may impact academic and professional matters that fall within the 10 + 1 area.

8. Consult, advise, and collaborate with other college and district colleagues concerned with the effective use of technology.
9. 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 the service on the committee. Terms for Classified and Faculty representatives will be for two years. Student representatives will be for 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 Appointed or Selected

Committee members are appointed through the CSEA/Classified Senate, Academic Senate, and Associated Students of Cañada College (ASCC). Administrative members are appointed by PBC based on their role.

### Annual Orientation of Members

All new members must complete PBC's orientation on college participatory governance.

### Composition

- 21-23 Members
  - 3 Tri-Chairs - Appointed by Position
    - Dean of ASLT
    - Faculty Coordinator of Online Instruction
    - Instructional Technologist
  - 2 ITS Representatives - Appointed by Department
    - Local ITS Representative
    - District ITS Representative
  - 2 Faculty - Appointed by Position
    - Instructional Designer
    - OER/ZTC Faculty Coordinator
  - 6 Faculty - Appointed by Academic Senate
    - ASLT Faculty Division Representative
    - BDW Faculty Division Representative
    - COUN Faculty Division Representative
    - HSS Faculty Division Representative
    - KAD Faculty Division Representative
    - S&T Faculty Division Representative
  - 3 Classified - Recommended by Classified Senate and Appointed by CSEA
    - DRC Classified Department Representative
    - Library & Learning Center Classified Department Representative
    - Student Services Classified Department Representative
  - 3 Classified At-Large Representatives - Recommended by Classified Senate and Appointed by CSEA
  - 1-3 Students - Appointed by the ASCC, depending on interest and availability
  - 1 Administrator - Appointed by Position
    - Vice President of Administrative Services

## **Expectations of Service**

Committee members will:

- Commit to attend and prepare for scheduled meetings.
- Notify Tri-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.

## **Dissemination of Information**

### **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.

### **Distribution**

Agenda packets will be distributed by the Tri-Chairs at least three days before meetings to the committee members to ensure that the appropriate stakeholders for each topic are present during each meeting. All meeting agendas, summaries, and related materials will also be posted to the [Technology Committee Website](#).

## **Formation & Role of Task Forces**

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, per PBC guidance.

## **Rules of Procedure for Conduct of Meetings**

### **Frequency of Meetings**

The Technology Committee will meet monthly. Meeting agendas and required attendance will be determined by the Committee Tri-Chairs in advance and will represent the Committee’s 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 and sent to all members with calendar invitations included.

### **Decision-Making**

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) 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).

### **Quorum**

A quorum must be present to forward a specific recommendation to the Planning & Budgeting 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 Council.

## **Bylaws Change Process**

Any member of the Technology Committee may propose a change to the Bylaws. The 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 constituent.

### **Evaluation**

The Technology Committee Bylaws will be 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.

