

Educational Technology Committee Charter

Shared Governance Principles

The governance system, which embodies and facilitates UCC's vision, mission, and core values, relies on the collective wisdom of faculty, staff, students, and administration in the development of college-wide plans and policies. The system is characterized by open communication, collegiality, and transparency, resulting in collaborative and well-informed decision-making.

Purpose

Review, recommend, and promote academic technology to support teaching and learning at UCC.

Scope of Work and Areas of Key Decision-Making

- Track educational technology used on campus.
- Identify faculty needs and track issues related to educational technology that affect teaching and learning.
- Evaluate and recommend educational technology to meet identified faculty needs.
- Review educational technology for accessibility features.
- Assist with training faculty to integrate educational technology into their instruction.

Membership

Membership is open to the campus community. It is composed primarily of faculty, including one paid part-time faculty position which is paid according to the UCCPTFA Collective Bargaining Agreement. It also includes students, staff, faculty, and administrators.

Terms of Service

- Members contact the Educational Committee Chair to join this committee.
- The chair will serve one academic year. The new chair will be elected by the committee at the end of spring term and will start at the beginning of fall term.
- The committee will not meet or do committee work during summer term.
- Members are required to attend the meetings unless there is a conflict with their other college responsibilities.
- Responsibilities for this committee include attending meetings and reading and responding to committee communications in addition to approximately ten hours of work on projects for the committee each term.

Meetings

- At the beginning of each term, the chair will survey members for their availability.
- Meetings will be scheduled based upon the time when the chair and the greatest number of committee members are able to attend.
- Voting may take place through email.
- Quorum is designated as 50% of the voting members in attendance at a meeting or who respond to a vote by email.

Agendas

- Agenda items should be submitted to the chair one week before the meeting date.
- The agenda will be created by the chair and emailed to the members, posted to the Educational Technology Committee page on the college intranet, and submitted to Umpqua Updates at least four days prior to each meeting.

Decision Making/Recommendations

- The council/committee will use principles of Robert's Rules of Order as guidelines for conducting meetings.
- Approved decisions/recommendations are advanced to Academic Council and Technology Council along with a rationale for advancement. Academic Council and Technology Council will return any proposals that they question to the committee with a written explanation as to why the proposal was returned.

Communication

- Minutes will be emailed to the committee for review.
- After the minutes are approved, they will be emailed to the committee members, posted on the Educational Technology Committee intranet page and submitted to Umpqua Updates.

Dates of Approval/Updates of Charter

- Charter created and approved by the Educational Technology Committee on 5/3/2021.