# Technology Advisory Council Charter

## Shared Governance Principles

The governance system embodies and facilitates UCC's vision, mission, and core values, and 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

Synthesizes technology needs of the college in a technology tactical plan; monitors and assesses the effectiveness of the technology plan; advises on updates for the technology plan; develops, reviews, and recommends college-wide computer technology policies and practices based on accreditation requirements, federal regulations and industry standards.

Scope of Work and Areas of Recommendations and Proposals:
- Develop, review, and recommend changes to the College Technology Tactical Plan
- Develop, review, and recommend Board policies and administrative procedures as relates to the use and adoption of technology

## Membership

All members of this council are voting members and are appointed or elected as listed unless otherwise noted:
- Member(s) necessitated by position
  - Director of Information Technology (non-voting)
- One additional Administrator as elected by the constituent group
- Two Faculty representatives as appointed or elected by the UCCFA
- Two classified representatives as appointed or elected by the ACEUCC
- Two student representatives appointed by the ASUCC leadership

## Terms of Service

- Administrators, Faculty and Classified serve a three-year term.
- The Director of Information Technology is a standing position.
- Student members serve a one-year term.
- If a member is unable to fulfill obligations, the constituent group will be asked for an alternate.

## Meetings

- Meetings are held on the 1$^{st}$ and 3$^{rd}$ week of the month or more often as needed and will be scheduled by the Chairperson.
- Quorum is designated as:
  - 50% of the voting members plus one; AND
  - One representative from each constituent group
- Proxy attendance is not allowed.
- Some council business may be conducted electronically and will be orchestrated by the Council Chairperson.

## Agendas

- The Chairperson will generate the meeting agenda and will ask all Council members for input.
- All agenda items are presented to the chair in advance of the meeting.
- The agenda will be distributed by the chair to the members in advance of the meeting.

## Recommendations and Proposals

- The council will use principles of Robert's Rules of Order as guidelines for conducting meetings. Recommendations and proposals may be by consensus or by vote.
- Voting via email will be allowed.
- Proxy votes pre-meeting or in absentia are not allowed.

## Communication

- Council notes with a summary paragraph will be posted to the governance section of MyUCC.
- The summary will be submitted to Umpqua Updates as soon as our notes are posted to MyUCC.

04/09/2018 – Finished Draft
Date Charter Initially Approved: 04/24/2018
Date of last review: 3/16/2021