

## **Technology Committee Bylaws**

### **Description:**

The College Technology Committee reports directly to the College Council regarding technology issues, and provides information regarding institutional and academic technology needs to the college's Academic Affairs Advisory Group, Student Services Advisory Group, and Administrative Services Advisory Group.

### **Responsibilities:**

The primary purpose of the Committee is to assess campus technology resources and needs and develop and annually update a comprehensive Technology Plan. The committee will evaluate and review specific equipment, software and/or training which the college requires in order to fulfill its mission. Specific duties and responsibilities of the committee include but are not limited to:

- a. Annually assess campus technology resources and needs;
- b. Create, and annually update, the College's Technology Plan;
- c. Act as recommending resource to the College Council regarding technology issues;
- d. Make recommendations regarding priorities for the acquisition of technology, hardware and software, during budget development and review processes. Such recommendations could include priorities for support staff, training, and access to computer resources and laboratories;
- e. Recommend specifications and standards for the purchase, placement, operation, repair and replacement of technology resources as a part of the Action Plan process, grants, renovation and building projects and technology refreshment.
- f. Review and make recommendations on the design and use of facilities and related technology resources.
- g. Develop and recommend campus policy regarding use and control of technology resources.

### **Membership:**

The membership shall consist of 10 voting individuals, two of whom are to be from Administration including the IT Director, and an additional 8 representing functional areas to be covered (see below). One member can cover one or more functions depending on their experience.

- 3 chosen by Academic Senate
- 3 chosen by MPCEA
- 1 chosen from ASMPC
- 1 identified by the other 9 committee members.

Additional resource people can be asked to attend specific meetings or all meetings as non-voting experts or non-voting members.

### **Suggested list of functional representation which includes:**

- a. Distance Learning technology,
- b. Open computer labs (Library, ESSC, etc.),
- c. Alternative platforms and mobile computing,
- d. Adaptive technology for students with disabilities,
- e. Classroom instructional technology (smart classrooms & instructional computer labs),
- f. Specialized computer instruction (CTE, Auto Tech, Physics, etc.),
- g. Staff use of technology for Student Services, Academic Affairs, and Administrative Services,
- h. Institutional technology (data center, infrastructure, telephone & paging, etc.)
- i. Website technology.

Members should plan to serve two-year terms. Members who miss three consecutive meetings without notifying the chairperson(s) shall be considered inactive. The appointing group will be asked to submit a new nominee to replace any inactive members.

### **Quorum:**

A quorum shall consist of fifty percent plus one of the active voting membership of the committee.

### **Chair/Cochair:**

The committee will be led by cochairs, one of which shall be an administrative representative and the other shall be selected from the classified and faculty committee membership. The cochairs shall be elected each May for the following year. There is no limit to the number of times a person may serve as cochair.

All members of the committee shall be voting members except for the resource persons.

### **Member Roles and Responsibilities:**

Committee members serve as a formal liaison between the Technology Committee and the areas they represent. A member's responsibilities include:

- Attend and fully participate in committee meetings.
- Be knowledgeable on current college policies, procedures, standards and technology resources.
- Provide information, consulting and assistance to members of their group on matters of technology for the area they represent.
- Serve on subcommittees or special assignments as needed.
- Inform and advocate to their employee group and their functional areas about MPC technology and capabilities.

### **Procedures**

- Regular meetings of the committee will be held once a month during the fall and spring terms with additional meetings as needed and determined by the cochairs.
- Agenda items must be submitted to a cochair. Agendas will be established by the chair in consultation with the Vice President for Administrative Services. The agendas will be posted to the membership at least 24 hours prior to each meeting.
- Each agenda will consist of approval of minutes from previous meetings, consent items, discussion items, comments from visitors (non-members) information items and action items.
- The cochairs will see that minutes are kept of all meetings. The minutes will include all actions taken and make note of all significant discussions. Minutes will be distributed (or posted) to all members of the committee, to the Academic Senate President, the Vice President of Academic Affairs, the Vice President of Student Services, College Council cochairs and will be posted on the Technology Committee Web Site once approved.
- Consent agenda items will be voted on as a group with no discussion. Consent items can be moved to the action agenda at the request of any member of the committee at the meeting.
- No action will be taken on any discussion item, unless it is agenzized for a subsequent meeting as an action item.
- Action items may be approved, denied or tabled for future consideration on a majority vote of the voting members present at a meeting of the committee where a quorum of members is in attendance. For tabled items, the chairperson or designee will contact the originator for more information if needed. The chairperson or designee will make the necessary arrangements for this to occur at a subsequent meeting.
- Non-committee members may attend and make comments at any meeting and may request to be placed on the agenda to make presentations.
- Proxy voting is allowed with prior notification to the chair.

### **Meetings:**

From Technology Committee discussions of 4-22-11, 5-13-11, 5-27-11. Final vote May 2012. To College Council for first reading of 5-29-12 and second reading of 6-12-12.

Meeting dates and times are scheduled at the beginning of each semester. All meetings are open to anyone wishing to attend.