
COMMITTEE CHARTER – Technology Committee

Administrative Liaison: Dean for Undergraduate Studies, Dean for Graduate Studies

Goals: Identify, promote, and support the acquisition and development of campus technologies and their integration into the learning-centered culture, community, and curricula of Kettering College .

Scope of Responsibility:

1. Facilitate faculty, staff and student use of campus technologies and other electronic and online resources/tools
2. Seek, evaluate, and recommend new technologies, particularly for the enhancement of teaching and learning
3. Assess the effectiveness of current and proposed technology and make recommendations where appropriate
4. Propose guidelines for appropriate use of campus technology

Membership: Comprised of no fewer than four members, including (but not limited to):

1. the Dean for Undergraduate Studies (*ex-officio*),
2. Dean for Graduate Studies (*ex-officio*),
3. College Workstation Administrator,
4. Senior Information Officer,
5. Instructional Technologist,
6. Helpdesk Manager, and
7. other individuals (faculty and staff) from across the college who have an understanding of and commitment to technology.

Key Stakeholders: Faculty, students, KHN Information Services, staff, college administration.

Meeting Frequency: At least three times each semester, with additional meetings as needed.

General Committee Procedures: Each committee will:

1. Keep official, committee-approved minutes and archive them electronically per College policy.
2. Select a chair and secretary from its membership each academic year.
3. Communicate all new proposals to College Council.
4. Provide periodic updates on ongoing projects to College Council.
5. Coordinate with individuals or groups that the College Council identifies as stakeholders in a given proposal, and with other individuals who indicate an interest in working on the proposal.
6. Provide advice, either as a whole or through appointment of a committee member, to workgroups dealing with issues that may affect or be affected by the committee.
7. Strive to reach consensus among its members and all stakeholders involved in a given proposal before making a final decision.
8. Notify the College Council of decisions made by the committee so that they may be communicated to the rest of the College.
9. Incorporate feedback received as a result of the College Council's college-wide communications into proposals and continue to work toward consensus until a satisfactory result is achieved.
10. Review its charter annually.
11. Give an annual report of its goals and accomplishments to the General Assembly.

DATE OF ORIGIN: Faculty Handbook 2014-2015

LAST REVIEWED: March 10, 2017

LAST REVISED: September 15, 2014

REPLACES:

APPROVED BY:

EFFECTIVE DATE: March 10, 2017