

# Technology Advisory Committee

## Charge, Membership and Organization

### Charge

The Technology Advisory Committee (TAC) is charged by the President of the College to review and/or formulate academic and administrative technology policies and procedures and to make recommendations for consideration by the Budget Committee, Cabinet, and President. TAC is also charged with the following responsibilities:

- Facilitate the development of a strategic plan for technology, annual technology action plans, annual technology assessments, and revisions in the College's strategic plans as they relate to technology.
- Solicit input from the campus community to assess the effectiveness of technology planning and to inform subsequent technology planning processes.
- Solicit departmental technology plans and related technology requests.
- Recommend prioritization of funding requests and appropriations for technology as they relate to annual action plans and the College's strategic plans.
- Survey "best practices" in technology use and implementation at other colleges and universities to inform recommendations for technology at the College.
- Keep the campus community informed about technology issues, trends, and plans.
- Advocate the use of technology as a vehicle for advancing the College's mission and strategic plans.

TAC may also convene ad hoc task forces to gather information and develop recommendations on specific issues. Membership on task forces may be drawn from members of the campus community who are not members of TAC.

### Membership & Organization

TAC shall consist of fourteen members including the Provost, Dean for Academic Resources, one faculty representative from each School, Vice President for Advancement or her/his designee, Vice President for Communication or her/his designee, Vice Provost for Student Affairs or her/his designee, a representative from the Academic Senate, Registrar, Chief Technology Officer, and Vice President for Finance. The Provost shall be the Chair of TAC and the Vice President for Finance shall be the Vice Chair of TAC.

The Chief Technology Officer and/or her/his designee shall support TAC. Members of the campus community may attend TAC meetings by invitation to provide additional support and input.

## **TAC Membership (01-12-06):**

Sally Stamp, Provost

Pete Michell, VP Finance

Mike Beseda, VP College Communications

Br. Stan Sobczyk, VP Advancement

Julia Odom, Registrar

Jane Camarillo, Vice Provost for Student Life

Tom Carter, Dean for Academic Resources

Ed Biglin, CTO

Mark Figueroa, Director of Institutional Research

Mark Orr, Athletics Director (Mike Samuels, designee)

Leslie Welty, Staff Council

Prof. Ed Tywoniak, Academic Senate

Prof. Laura Heid, SOE

Prof. Laurie Edwards, Faculty, SOE

Prof. Jeff Sigman, SOS

Prof. Mari Anne Rosario, SOS

Prof. Jim Iler, SEED

Shane Keane, ASSMC

Larry Nuti, Office of General Counsel

# Instructional Technology Adoption & Priorities

## Subcommittee of TAC

### Membership:

- Prof. Sally Stamp, Provost
- Prof. Frances Sweeney, Vice Provost for Academic Affairs
- Pete Michell, VP Finance
- Prof. Carole Swain, Dean for Mission and Faculty Development
- FCAT Representative
- Academic Senate Representative to TAC
- Academic Dean (Representative from Provost's Council)
- Prof. Ed Biglin, CTO
- CaTS Director of Instructional Technology and Enterprise Applications

### Charge:

Review instructional technologies recommended for adoption by FCAT, CaTS, and other Campus groups (e.g. Provost's Council). Assess recommended technologies for:

- Effectiveness (demonstrated through pilot projects, FCAT experience, etc)
- Suitability for instructional methods and needs of SMC faculty
- Breadth of potential use by faculty
- Resources needed
- Cost effectiveness
- Scalability

The Instructional Technology Subcommittee will meet three times annually or as needed, to review technologies recommended for campus-wide adoption or adoption by significant constituencies (e.g. a particular school or department), for use in instruction and/or research.

### Process:

FCAT and CaTS will review available technologies, with FCAT members working with those that seem to have the greatest applicability for SMC faculty instructional needs and teaching styles. FCAT members together with any other faculty they recruit will conduct pilot projects to use and assess the results of those technologies with the promise of widest adoption. CaTS will support an agreed number of pilot projects per year and assess the technical suitability and merits of the various technologies.

FCAT and/or CaTS will recommend those technologies that seem to hold the greatest potential benefits, based on assessment of pilot projects, to the TAC Instructional Technology Subcommittee. FCAT will provide an assessment of the pedagogical merits, CaTS will provide an assessment of the technical merits of the recommended

technologies. CaTS will also provide the subcommittee with an estimate of the costs of adoption at the recommended levels (e.g. campus-wide, school wide, etc).

The Subcommittee will recommend adoption of particular technologies at particular levels to the Provost, and will also recommend the priority for adoption of various technology projects. The Provost and Vice President for Finance will assess the financial impact of adoption, and the Provost will make the final adoption decisions. Adoption should include a judgement that the particular technology would offer substantial benefits to the learning climate at the College if widely adopted, and consequent support for a plan to foster broad adoption by faculty.

CaTS will implement instructional technology projects in the priority order determined by the subcommittee and Provost, and support the scaling of the technology to the appropriate groups. Together with FCAT and the Dean for Mission and Faculty Development, CaTS will make a plan to foster broad adoption, assess the training and support needs of faculty and provide the support levels agreed upon.