

NAME OF COMMITTEE

Information Technology Committee

ROLE OF THE INFORMATION TECHNOLOGY COMMITTEE:

The Information Technology Committee serves as the central focal point to examine technology planning and operations at Taft College. The Committee provides a forum for input from all campus constituents and acts as a resource with regard to technology planning and operational effectiveness. The Committee receives input, recommends areas of interest, analyzes technology effectiveness, and makes recommendations regarding technology-related matters including campus technology training needs. The Committee leads the development of the Technology Master Plan and provides annual updates to the plan.

SPECIFIC RESPONSIBILITIES:

1. Coordinates technology plans and technology related operational issues.
2. Leads the development of the Technology Master Plan.
3. Reviews technology-related policies, including acceptable use policy, and procedures and serves as a communication link to campus constituents regarding campus technology.
4. Gathers data, deliberates, and makes recommendations including new or revised policies and procedures to address technology use on campus.
5. Assesses the need for technology training and makes recommendations to the Faculty Professional Development committee and Career Enrichment Committee.
6. Evaluates, discusses, and recommends technology solutions to support student success and college operations.
7. Serves as a point of contact for members of the campus community who wish to provide input on technology applications and infrastructure on the campus.
8. Makes recommendations to Governance Council and other college committees regarding issues relating to campus technology.

MEMBERSHIP REPRESENTATION:

The Information Technology Committee consists of:

- VP, Information and Institutional Effectiveness (Co-Chair)
- Director, Distance Education (Co-Chair)
- VP of Instruction or designee
- VP of Student Services or designee
- Human Resources Representative
- Library Representative
- Distance Education Representative
- Information Technology Services Representative (up to 3)
- Transition to Independent Living (TIL) Representative
- Dean of Instruction and Career Technical Education (CTE) Representative or designee
- High Tech Access Specialist or designee
- Faculty (up to 3)
- Student Representative

Total: Up to 17

MEMBERSHIP AND MEETING POLICIES:

The Vice President of Information and Institutional Effectiveness and the Director of Distance Education co-chair this committee. The Information and Technology Services department secretary communicates the dates, times and meeting locations for the committee, and is responsible for taking and distributing minutes.

MEETING SCHEDULING:

The Committee shall meet on a monthly basis.

GUIDING PRINCIPLES FOR ALL GOVERNANCE COUNCIL COMMITTEES:

All governance committee work at Taft College is expected to adhere to the following guiding principles and expectations

- Have integrity – to be ethical in all of their actions
- Ensure transparency
- Be self-regulating
- Be enthusiastic in matters pertaining to the Committee
- Be knowledgeable about the issues pertaining to the Committee
- Respond professionally
- Encourage others
- Be accountable

Committee members further promise to:

- Maintain a working familiarity with the Committee procedures
- Meet the expectations being placed upon them
- Work within the committee mandate/charter
- Take individual responsibility
- Lead by example
- Remain committed to doing the very best they can do to accomplish committee goals

Governance Committee Goal and Self- Evaluation Timeline

- Committees establish goals to be completed each academic year.
- Each fall the committees self-evaluate their progress on the previous academic year’s goals and set the new set of goals on a form provided by the Governance Council. This form is distributed no later than August 31st.
- Committees submit the self-evaluation to the Governance Council by November 30th each year

Date Reviewed and Approved by ITC for Governance Council approval: August 25, 2023