# COMMITTEE OPERATING AGREEMENT

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### Committee Name: Technology Advisory Committee

**Purpose:**

1) Work with college’s strategic planningand educational master plan to project future technological needs of the college.

2) Work with SCCCD technology committees (ex. ISP) to share information on technological needs and developments in the District, specifically those that affect Reedley College.

3) Promote and facilitate the standardization of technology related software, equipment and facilities.

4) Coordinate computer activities/events and foster communication on computer labs.

5) Recommend software and hardware acquisitions.

6)

**Jurisdiction:**

College: A committee that coordinates, oversees, and reports on functions and programs common to all Reedley College locations (e.g., Accreditation mandates a single program review process; the System Office mandates the submission of single ARCC, Basic Skills Initiative, Matriculation, and Student Equity data).

X Campus: A committee that contributes to/oversees functions for Reedley College (e.g., Enrollment Management Committee).

**Product:** RC Technology Plan, Technology recommendations

**Composition:**

The committee should remain small in number but should include representatives from the instructional departments, student services, and business services.

* Director of Technology (standing member)
* One instructional Dean representing administration (standing member appointed by V.P. of Instruction)
* One representative from Student Services (appointed by V.P. of Student Services)
* One representative from Administrative Services (appointed by V.P. of Administrative Services)
* Webmaster
* Coordinator, Instructional Design/Distance Education
* Faculty representative appointed by MOFA – two year appointment
* Counseling Department Representative appointed by Dean of Students – two year appointment
* One representative appointed by the classified Senate – two year appointment
* Two instructional faculty appointed by the Academic Senate – two year appointment
* Two support faculty appointed by the Academic Senate – two year appointment
* One representative appointed by the CSEA – two year appointment
* One representative appointed by the SCFT – two year appointment
* The chair will be a committee member nominated and chosen by confidential ballot.
* One member will be the representative on the District Technology Committee.
* All members have full voting rights. One vote per area representation.

**Meeting Schedule:**

Meets 1st Friday of each month at 3:00 pm with a video conference connection to Madera and Oakhurst locations. A meeting maybe cancelled by the Chair if there is no TAC business to consider. Meeting days and times can be changed by the majority (51%) agreement of the committee members.

**Quorum**:

50% + 1 of membership assigned (unfilled positions do not count toward/against quorum)

**Operating Procedures**:

* This committee will develop, evaluate and maintain Reedley College Technology Plan.
* A committee member will be assigned to attend the District Technology committee meetings.
* Forward recommendations on technology plan, policies, actions and goals to the Reedley College President.
* Generate agenda and minutes of meetings and post them on Blackboard/Canvas.

**Reedley College Strategic Direction(s):**

1A Excellence in Education – Instructional Services

1B Excellence in Education – Student Support

2B Institutional Effectiveness – Build and maintain facilities

2E Institutional Effectiveness – Maximize resources (financial and other)