Cañada College Technology Committee Guidelines

I.   Philosophy

In light of the increasing use of technology to enhance instructional delivery, to engage and support students, to collect and assess data and to carry out many college operations, it has become necessary to re-evaluate our approach to the planning efforts of our college in regard to technology use and implementation. Technology is no longer a topic pertinent only in the context of online education, although the online education context is central to the technology conversation at Cañada College. Additionally, technology is now an important aspect of face-to-face instruction, student services and all operations of the college. Technology implementation should aim to both enhance and improve instruction and to provide ways for the college to perform its operations in business, research, and student services more effectively. The Technology Committee serves to ensure that the Cañada College community will have immediate and easy access to up-to-date, secure, accessible, and reliable technology that expedites learning, improves instruction, facilitates communication, and supports all operations of the College.

The Technology Committee reports directly to the Instructional Planning Council. The Technology Committee tri-chairs are also tasked with reporting out Committee recommendations to their constituent groups, including Academic Senate, Classified Senate, Student Services Planning Council, Administrative Planning Council and Planning and Budgeting Council.

The Committee is led by a tri-chair made up of the Dean of Academic Support & Learning Technologies, the Online Education Faculty Coordinator and the Instructional Technologist. Voting members include the tri-chairs, a District ITS representative, a local ITS representative, a student services representative, an Associated Students of Cañada College representative, the Vice President of Instruction and the Vice President of Student Services. Resource members include a Professional Learning Committee representative, a Guided Pathways Steering Committee Representative, a Disability Resource Center Representative, the Vice President of Administrative Services, all members of the Distance Education Advisory Committee, and a faculty representative from each unrepresented division.

Meetings are open to the public. The committee creates an inclusive environment by inviting specific members of the Cañada community to meetings where their perspectives are essential to the agenda items at hand.

II.   Purpose

The Technology Committee is advisory to the Instructional Planning Council on a range of issues related to technology. These advisory tasks include:

1. Develop the two-year Technology Plan that (a) summarizes the work the committee has accomplished, (b) sets forth the goals and objectives for the coming two years, (c) aligns with college and district plans, goals and objectives, (d) integrates into institutional planning at all levels, and (e) provides direction for the College's technology vision.
2. Prepare annual progress reports on the committee's work on the goals and objectives set forth in the Technology Plan and on the committee's work in the following areas.
3. Assess & Evaluate
    o Technology usage and needs annually with assistance from the Office of Planning, Research and Institutional Effectiveness;
    o Technology resource requests by participating in the Planning and Budgeting Council's annual resource request prioritization meeting.
4. Develop Procedures and Policies for
    o Educational technology and online instruction in consultation with the Accreditation Liaison Officer, Disability Resource Center (DRC) and Vice President of Instruction regarding compliance with external mandates, including specifications articulated by Title 5, the Accrediting Commission for Community and Junior Colleges (ACCJC), and Section 508 of the Federal Rehabilitation Act;
    o Minimum campus technological standards in collaboration with Information Technology Services (ITS);
5. Make Recommendations for
    o The implementation of centralized online student support services;
    o The appropriate use of educational technology, in particular the use of proprietary applications (e.g. textbook publisher's online resources) that support teaching and learning;
    o Technology needs and policies for the Instructional Planning Council (IPC) and the Planning and Budgeting Council (PBC);
6. Review & Approve annual campus technology inventory, replacement cycle and replacement criteria drafted in collaboration with Information Technology Services (ITS);
7. Collaborate with the Professional Learning Committee to determine campus professional development needs related to technology.
8. Consult with Academic Senate when committee work may impact academic and professional matters that fall within the 10 + 1 area.
9. Consult, advise, and collaborate with, as appropriate, other college and district colleagues concerned with the effective use of technology.
10. Continuously improve the Technology Committee structure, mission, plan, goals and objectives in order to adapt to the changing technology needs for instruction, student services, and business operations.

III.   Organization

As of the Spring of 2019, the existing Technology Committee structure was updated to demonstrate the Technology Committee's relationship to instruction. The Technology Committee now operates under three main areas of focus: Distance Education Advisory Committee, Instructional & Student Services Technology Needs, and ITS, Facilities & Resource Requests, and will alternately convene to discuss and address each of these areas of focus as needed.
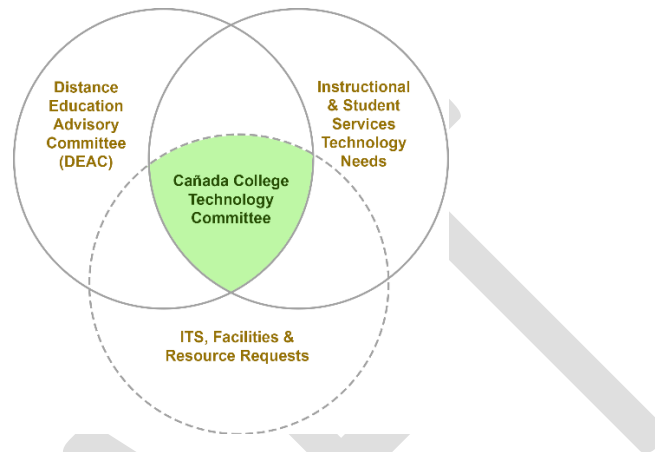
Composition of Voting Members

- Dean of Academic Support and Learning Technologies (Tri-Chair, IPC Rep)
- Faculty Online Education Coordinator (Tri-Chair, Academic Senate & Distance Education Advisory Committee Rep)
- Instructional Technologist (Classified Senate Rep)
- Technology-Focused Faculty Member
- District ITS representative
- Local ITS representative
- Student Services Representative, Classified (SSPC Rep)
- Associated Students of Cañada College representative
- Vice President of Instruction (APC Rep)
- Vice President of Student Services (PBC Rep)

Faculty: 2 | Classified: 2 | ITS: 2 | Administrators: 3 | Students: 1

Resource Members

The Technology Committee has historically operated with the participation of a large number of committee members. This proved to make taking action and moving forward difficult, however, it is essential for the Technology Committee to have a wide variety of perspectives to consider in the decision-making process. The participation of resource members is valued and necessary to the successful work of the committee. The listing of resource members is not intended to be restrictive, however, the composition of resource membership should include at a minimum:

- Technology-Focused Faculty representatives from each non-represented division
- Disability Resource Center Representative
- Professional Learning Committee Representative
- Guided Pathways Steering Committee Representative
- Library Representative
- Learning Center Representative
- Vice President of Administrative Services
- DEAC Membership

Term
Terms are dependent on service on the committee represented. Terms for Classified and Faculty representatives will be for two years and for Student representatives will be one year (August-June) except for initial appointments and any mid-term replacements, which will result in staggered terms. Appointments will be made by June preceding the terms of appointment.

Clerical Support
A chosen member of the committee will provide appropriate clerical support to the Technology Committee. Clerical assistance will include: designate a person to take notes, capture and distribute agendas, attend meetings and prepare minutes, and keep the Technology Committee Website up-to-date.

IV.   Meetings

Rules of Procedure for Conduct of Meetings
The Technology Committee will meet bi-monthly. Meeting agendas and required attendance will be determined by the Committee Tri-Chairs in advance and will represent the Committee's three areas of focus as needed. Meeting dates, times and locations will be determined at the start of each Academic Year by the Committee Tri-Chairs.

A. Consensus Method
The Technology Committee makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of responses:

- I support the recommendation completely.
- I support the recommendation with reservations.
- I cannot support the recommendation.

A recommendation will be forwarded to the Instructional Planning Council (IPC) when 60% of members present are at any one level. Any member of the Technology Committee can submit a brief rationale for his or her vote which can be presented to the Instructional Planning Council (IPC).

B. Quorum
A quorum must be present in order to forward a specific recommendation to the Instructional Planning Council. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose, a quorum is defined as half, plus one, of the voting members.

C. Actions
The Technology Committee ensures the right of faculty, staff, and students to participate effectively in a consultative environment. The committee commits to creating an inclusive environment by inviting specific members of the Cañada community to meetings where their perspectives are essential to the agenda items at hand. All actions and decisions made by the Technology Committee constitute recommendations to the Instructional Planning Council.

D. Agenda
Distribution
Agenda packets will be distributed by a chosen member of the committee one week before meetings to the College community (administration, faculty, classified staff, and Associated Students) to ensure that the appropriate stakeholders for each topic are present during each meeting. All meeting agendas, minutes, and related materials will also be posted to the [Technology Committee website](#).

Agenda Building
Technology Committee Tri-Chairs will be responsible for developing and approving agendas. Committee members may request that an item be included on the agenda by contacting one of the tri-chairs. The Tri-Chairs will review with the committee all requests not approved for agendas. The Committee may decide by consensus to include items on a future agenda not approved by the Technology Committee Tri-Chairs. All agenda items will be given a time allotment as appropriate for the item.

V.   Guidelines Change

Any member of the Technology Committee may propose a change to the Guidelines.

The Guidelines may be amended by consensus of the members of the Technology Committee. The Guidelines may be adopted by the unanimous consent of all the voting members of the Technology Committee in consultation with their respective constituents.