IT Council – Instructional Technology Advisory Committee
Charge and Membership – February 2017

The Instructional Technology Advisory Committee (ITAC), reporting to the Information Technology (IT) Council, will have the responsibility to advise the IT Council on matters concerning instructional technology policies, procedures, funding, and other activities involving instructional technology, including recommendations for improvements.

Specific charges for the Instructional Technology Advisory Committee (ITAC) are:

1) Determine system-wide instructional technology needs and report these needs to the IT Council for review. Efforts should focus on optimizing the use of instructional technology in teaching and learning, including the identification of technologies that are no longer relevant and determining the resources needed to expand and enhance the capabilities of the university's technology-enhanced classrooms and related support services.

2) Recommend system-wide classroom instructional technology standards to IT Council for review and finalization. Standards may include hardware, software, room level classifications, terminology, and other items deemed appropriate by the IT Council. The IT Council will be responsible for granting any exceptions allowing for the installation of non-standard instructional technology.

3) Determine the level of support services for instructional spaces that can/should be provided, including methods of communication, and develop a plan to address stakeholder needs and present to the IT Council for approval. Once the level of support services has been determined, develop and publish a matrix identifying who has the responsibility for providing technology support in every instructional space, including primary, secondary and/or emergency response duties.

4) Develop a multi-year plan for the Student Computer Usage Fee (SCUF) Instructional Technology budget and submit to IT Council for review.   Develop and submit the yearly funding proposal for the Student Computer Usage Fee (SCUF) Instructional Technology budget.

5) Develop and maintain an inventory of the instructional technology contained in the university's technology-enhanced classrooms, including the funding source, anticipated end-of-life and projected replacement costs.

6) Contribute to the success of the university's 2016-21 long-range plan and strategic information technology plans by undertaking additional IT Council initiatives as directed.

7) Make regular reports of the committee's work and progress to the IT Council, including a summary report to be submitted at the end of the each fiscal year.

Instructional Technology Advisory Committee (ITAC) Membership

The Instructional Technology Advisory Committee (ITAC) is led by a three member executive committee consisting of the following members:

- Chairperson appointed by the IT Council Chair
- Classroom Technology Support Administrator (ex-officio voting member)
- Assistant Director of Computer Services (ex-officio voting member)

The executive committee shall provide guidance for, and a continuous review of, the work and progress of the Instructional Technology Advisory Committee (ITAC). This will include scheduling and conducting meetings, and appointing workgroups as are deemed necessary and appropriate for the timely fulfillment of the functions of the committee.

In addition to the executive committee, the Instructional Technology Advisory Committee (ITAC) membership will consist of:

Termed Appointments (serve until their term expires)

- Two student representatives (appointed by SGA President, one-year appointment)
- Faculty representative (appointed by Faculty Senate, two-year appointment)
- Department Head or faculty member (appointed by the Provost, two-year appointment)
- Distributed IT Support representative (appointed by CIO, rotating, two-year appointment)
- West Plains Campus representative (appointed Chancellor, two-year appointment)

At-Will Appointments (serve until replaced by appointer)

- Networking and Telecommunications representative (appointed by CIO)
- Instructional Design representative (appointed by FCTL head)
- Access and Outreach representative (appointed by Associate Provost)
- Disability Resource Center representative (appointed by VP of Student Affairs)
- Scheduling Support representative (appointed by VP of Administrative Services)