TECHNOLOGY COMMITTEE of the School of Education

TITLE
This organization shall be entitled the “Technology Committee of the School of Education.”

PURPOSE
The purpose of this committee shall be to evaluate and improve the use of technology in the School of Education.

MEMBERSHIP
The network administrator and the communications specialist will serve as voting members of the committee. In addition, there shall be two tenured or tenure-track faculty representatives from each academic department serving two-year terms. The chair of the committee is appointed by the Associate Dean and will serve a two-year term.

The Associate Dean will serve as an ex officio non-voting member of the Committee.

MEETINGS
The committee shall meet at least twice a semester. Special meetings may be held as requested by the chair or the dean.

PROCEDURAL POLICIES FOR MEETINGS
A. The chair will set the agenda and distribute to the members of the committee.
B. Other committee procedures will be determined each year by committee majority in consultation with the chair.
C. It is suggested that Robert’s Rules of Order be followed when conducting official committee votes.

RESPONSIBILITIES OF THE TECHNOLOGY COMMITTEE
A. To plan and implement faculty, staff, and student development programs related to technology.
B. To consider, review, and give approval for software licensing agreements in the School of Education.
C. To consider and plan for the use of instructional technology in lab spaces and classrooms.
D. To test, review, and critique technology products.
E. To meet with product representatives.
F. To improve administrative and student services through the use of technology.

AMENDMENT

To amend this charter, a written proposal must be presented to the committee members one week prior to a committee meeting. The committee must approve any changes to the charter by a majority vote.