

Technology Committee – Updated proposal

Committee Chair(s): Senior Leadership of College & Admin Services

Purpose: The Technology Committee examines current technology for use within the institution and makes recommendations to the College Council regarding purchases, implementation, procedures, and standards related to campus technology. As a recommending body, it ensures that these recommendations align with the college and district goals and mission, supporting the needs of all members of the campus community.

Special Guidelines, Parameters, and/or Resources:

- **Needs Assessment:**
The Technology Committee assesses needs to identify training that leads to a supportive environment for technology users.
- **Strategic Alignment:**
Supports the college's strategic master plan and education master plan, using these frameworks to meet the identified technology needs.
- **Cost Consideration:**
The Technology Committee considers the total cost of ownership for new purchases and the replacement needs of existing systems to ensure cost-effective and sustainable technology investments.

Meeting Schedule: Monthly during the academic year (excluding summer months).

How Work Is Communicated: Members represent their constituents and serve in a recommending capacity. The Committee Members are encouraged to express concerns and thoughts at the meetings. Committee members are reminded to share the discussion and recommendations with their constituents and an approved Record of Meeting is posted on the Website.

Recommendations Go To: The recommendations are brought forward to College Council and the ultimate decision is made by the President.

Agendas and Minutes:

- **Preparation of Agendas:**
Agendas are prepared and distributed to all committee members five days in advance of the scheduled meeting to allow sufficient time for review and preparation.
- **Composition of Agendas:**
The agenda will feature both standard items for routine discussions and additional items proposed by members of the campus community, ensuring a comprehensive approach to addressing pertinent issues.
- **Approval of Minutes:**
The proceedings of each meeting are documented in written form to capture the discussions, decisions, and action items accurately. These written records, or minutes, are then reviewed and approved at the subsequent meeting to confirm their accuracy and completeness.

Once approved, the minutes are published on the Governance Website, ensuring transparency and providing the college community with access to the documented outcomes of the committee's deliberations.

Membership:

Senior Leadership of College & Administrative Services
Director of Technology
Classified Representation
Faculty Representation
Management Representation
Student Representation