

Lower Columbia College

Technology in Education Committee Bylaws

Official name:

Technology in Education Committee (TEC)

Mission and purpose:

- A. The mission of the TEC is to ensure Lower Columbia College's (LCC) efforts to integrate technology with education are successful.
- B. The purpose of the TEC is to:
 1. act as a liaison between the College administration, IT Services, and the College community on technology matters,
 2. provide direction and transparency for the College community in the communication, acquisition, implementation, training needs and recommendations, and maintenance of technology,
 3. assess the technology goals and needs of the College community and assist the College in aligning those goals with college and state initiatives,
 4. review and prioritize the College community's technology needs and requests as they relate to College strategies,
 5. recommend technology projects or purchases which require a significant investment of time or money to the Executive Leadership Team for approval,
 6. recommend the allocation of College resources to assist with the evaluation or implementation of IT projects,
 7. recommend technology-related policies, procedures, and standards to the Executive Leadership Team for college adoption or approval, and
 8. perform short-term and long-term technology planning with input from the Executive Leadership Team, IT Services, and the College community.

Governance:

The Executive Leadership Team shall provide governance for the TEC.

Authority:

The TEC shall report to the Vice President of Administrative Services.

Membership and leadership:

- A. Membership
 1. Standing Members shall include:
 - a. The Vice President of Administrative Services
 - b. The Director of IT Services
 - c. The Director of eLearning
 2. Representative Members
 - a. In addition to the Standing Members, committee membership shall consist of at least:
 - 1) Two (2) members from Student Services
 - 2) One (1) member from Instruction Services

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- 3) One (1) member from IT Services
 - 4) Two (2) faculty members
 - b. College supervisors may nominate Representative Members.
 - c. The Vice President of Administrative Services or designee shall approve Representative Members to serve on the committee.
 - d. Representative Members shall serve for two (2) consecutive academic years.
- B. Leadership
1. The Vice President of Administrative Services or a designee shall serve as the TEC Chair.
 2. The Vice President of Administrative Services or a designee shall appoint a member to serve as the TEC Vice-Chair.
 3. The TEC Chair shall set the agenda, lead meetings, create leadership positions as necessary, appoint members to fill vacant positions, and delegate other committee work as necessary.
 4. The TEC Vice-Chair shall fulfill the role and responsibilities of the Chair when the Chair is absent or unable to attend.
 5. Committee leaders shall serve for a term of one (1) academic year. Leaders may be appointed to serve consecutive terms of service.

Meetings:

There shall be a minimum of three (3) meetings during each academic year.

Sub-committees:

The TEC Chair shall establish sub-committees as necessary to achieve the mission and purpose of the TEC.

Operating procedures:

- A. Rules of Order - Robert's Rules of Order, Revised, shall be the authority on questions of parliamentary rule.
- B. Voting
 1. Each committee member shall have one (1) vote.
 2. Voting may be conducted either in person at a meeting or electronically.
- C. Quorum - A voting quorum shall consist of a majority of the members who voted prior to any established deadlines.

Relevant accreditation standards, policies, and/or publications:

- [LCC Information Systems and Services Administrative Policies](#)
- [Technology in Education Committee \(TEC\) Website](#)
- [LCC IT Strategic Plan](#)
- [NWCCU Standard 2.G](#)

Minutes:

- A. Minutes shall be approved by the next meeting.
- B. Approved minutes from each meeting shall be posted on the TEC website.

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Process for amendment of by-laws or procedures:

- A. Bylaws may be amended by a two-thirds (2/3) vote of the voting members, provided the proposed amendment has been submitted to members at least thirty (30) days prior to the vote.
- B. The Executive Leadership Team must thereafter approve amendments.

Effective dates and change record:

N/A