

Clover Park Technical College

Instructional Technology Committee

Bylaws

I. Vision Statement

Clover Park Technical College's Instructional Technology Committee encourages and supports the adoption of technology that will make instruction more accessible, affordable, and engaging.

II. Purpose

1. Advises administrators and instructors who are developing new curriculum in the use of OER and low cost ebooks. The goal is \$30 or less per student cost.
2. Promotes new pilot projects that utilize the use of instructional technology in the form of open resources, mobile technologies, and instructional technology hardware.
3. Develops evaluation tools to determine the effectiveness of pilot projects and make recommendations for expanding to the larger college community.
4. Keeps the college positioned as a leader in the use of mobile technologies by effectively implementing instructional strategies within the colleges existing network, and expanding as the network's capacity increases.
5. Recommends policy as it relates to the use of technology by students and instructors.
6. Proposes strategic direction for classroom technology.

III. Meetings

The Committee shall conduct meetings once a month except that the Committee may occasionally modify this schedule, or add additional meetings, when deemed appropriate.

IV. Membership

Membership in the Committee shall consist of a maximum of 20 members including a senior administrator, who will serve as liaison to the President and Cabinet.

Members will be selected by the committee from volunteers who respond to a general invitation which will be issued periodically by the Committee Chair.

Length of Term(s)

- Terms for committee members shall be 3 years, except that members may continue until their successor is appointed, or may be reappointed.
 - One third of the Committee membership will be rotated annually. To effect a smooth transition, the new committee members will begin attending committee meetings in May along with the current representative and will officially assume responsibility at the following July meeting.
 - In the event of a vacancy or impending vacancy, the Committee Chair will propose an appropriate rotation and an open-recruitment process, with final selection of new members to be decided by non-departing committee members.
- A. Removal from the Committee
Voluntary removal will be by submission of a letter of resignation to the Chair stating the reasons for the resignation. Involuntary removal will take a two-thirds vote of the membership in attendance. Criteria for removal include, but are not limited to, nonattendance and non-participation.
- B. Role of Committee Members

All committee members are expected to:

- Regularly attend meetings
- Serve on sub-committees
- Recommend agenda items for the Committee to address
- Actively participate in the work of the Committee.

V. Voting Rights

All committee members have voting rights. A minimum of one third of members in attendance constitute a quorum to vote and approve business.

VI. Election of Committee Chair

A. The Committee Chair and Vice-Chair will be elected by the voting membership from the committee at large.

B. The term of office for the Committee Chair and Vice-Chair shall be 2 years, commencing in July of even-numbered years.

C. Elections for the Committee Chair and Vice-Chair will take place in April. This will enable the Chair to work with the outgoing Chair from April to July to affect a smoother transition of leadership.

VII. Committee Chair Responsibilities

A. It will be the duty of the Chair to:

- Preside over meetings
- Coordinate committee activities with appropriate Departments and individuals
- As appropriate represent the Committee to the President, Cabinet and Campus Community at large.
- Perform such other duties as ordinarily pertain to this position

B. In the event the Chair is unavailable to preside over a committee meeting(s), the Vice-Chair will assume the responsibility.

VIII. Recording Secretary

The Chairman will designate a committee member to serve as Recording Secretary who will be responsible for maintaining and distributing minutes of all Instructional Committee meetings.

Minutes should be disseminated no later than one week prior to the next committee meeting.

IX. Committees

To carry out the purposes of the Instructional Technology Committee, sub-committees may be formed. The sub-committees may be either “standing committees,” appointed for a definite period of time; or “special committees,” appointed for a special purpose.

X. Amendments to bylaws

Amendments to this charter shall be submitted in writing to the Committee and must be approved by two-thirds of the voting members in attendance. The vote on the amendments will be taken at the meeting following the date of submission.

XI. Rules of Order

The current edition of Robert’s Rules of Order shall govern all actions of this Committee that are not governed by this bylaws.