INFORMATION TECHNOLOGY COMMITTEE (ITC)

ROLE OF THE ITC:

The ITC serves as the central focal point to examine technology planning and operations at Taft College. The committee provides a forum for input from all campus constituents and acts as a resource with regard to technology planning and operational effectiveness. The committee receives input, recommends areas of interest, analyzes technology effectiveness, and makes recommendations regarding technology-related matters including campus technology training needs. The committee leads the development of the technology master plan and provides annual updates to the plan.

SPECIFIC RESPONSIBILITIES:

1. Coordinates technology plans and technology related operational issues.
2. Leads the development of the technology master plan.
3. Reviews technology-related policies and procedures and serve as a communication link to campus constituents regarding campus technology.
4. Gathers data, deliberate and make recommendations including new or revised policies and procedures to address technology use on campus.
5. Assesses the need for technology training and make recommendations to the Staff Development Committee.
6. Evaluates, discusses and recommends technology solutions to support student success and college operations.
7. Serves as a point of contact for member of the campus community who wish to provide input on technology applications and infrastructure on the campus.
8. Advises the Superintendent/President and other college committees regarding issues relating to campus technology.

MEMBERSHIP REPRESENTATION:

The ITC consists of:

- Executive Director, Information and Technology Services (Co-Chair)
- Coordinator, Distance Learning (Co-Chair)
- Superintendent/President
- VP Instruction
- VP Student Services
- Academic Senate President
- Human Resources Representative
- Library Representative
- Information Services Representative (min of 2)
- TIL Representative
- CTE Representative
- Information Technologist
- Faculty (2)

Total: 14

Commented [AA1]: This committee has been a sounding board for projects on campus and also advised on classroom computer replacement. This is because many of us have talked with staff and faculty about we were lacking funding for equipment replacement after all of the new construction coming to the campus.

As we have met we have discussed changes to Banner, classrooms and areas that need attention. Learning what IT needs to prepare for during semester breaks will help the faculty in the classroom.

Commented [AA2]: I find this statement to be true, as we hear about dead computers, special events coming to campus and possible follow up might be needed.

Commented [AA3]: Comments from this group and departments on campus provide input.

Commented [AA4]: #4 & 5 We have not done much of this.

Commented [AA5]: #6, 7 & 8 are areas that we participate.

Commented [AA6]: This has always been listed but not attended as much, several send proxies.
MEMBERSHIP AND MEETING POLICIES:

The Director of Information Technology Services and the Coordinator of Distance Learning co-chair this committee. The Information Technology Administrative Assistant communicates the dates, times and meeting locations for the committee, and is responsible for taking and distributing minutes.

MEETING SCHEDULING

The Committee shall meet on a monthly basis.

Guiding Principles for all Governance Council Committees:

The Committee Leaders Promise to:

• Be Ethical in all of their actions
• Have Integrity
• Be Enthusiastic in matters pertaining to the Committee
• Be Knowledgeable about the issues pertaining to the Committee
• Lead by example
• Encourage others

The Committee Members Promise to:

• Know the Committee procedures
• Know the expectations being placed upon them
• Know the mandates pertaining to the Committee's charge
• Take individual responsibility
• Be committed to doing the very best they can do

All of the Committees will:

• Evaluate their performance at the end of each academic year
• Review the Committee Charter at the beginning of each academic year

The Guiding Principles are evaluated annually at the same time as the Committee Charter.