NAME OF COMMITTEE

*Information Technology Committee*

**ROLE OF THE INFORMATION TECHNOLOGY COMMITTEE:**

The Information Technology Committee 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 Information Technology Committee consists of:

- Executive Director, Information and Technology Services (Co-Chair)
- Director, Distance Learning (Co-Chair)
- VP Instruction
- VP Student Services
- Human Resources Representative
- Library Representative
- Information Services Representative (minimum of 2)
- TIL Representative
- CTE Representative
- Information Technologist
MEMBERSHIP AND MEETING POLICIES:
The Executive Director of Information and Technology Services and the Director of Distance Learning co-chair this committee. The Information and Technology Services department secretary 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

Date Reviewed by the Governance Council

(Insert Date reviewed by the Governance Council)