

TECHNOLOGY ADVISORY COMMITTEE CHARTER

STATEMENT OF PURPOSE

- Advises the coordinator(s) of Information Technology Center (ITC) and the Director of the Educational Media Center (EMC) on the purchase of computers, computer peripherals, software, AV equipment, and related items.
- Reviews and monitors computing services, printing services, and maintenance of computers and AV equipment.
- Reviews and proposes revisions to copyright policies and procedures.
- Promotes integration of major technological instructional systems into curricula.
- Operating Procedures
 - The committee collects information on campus needs in these technology areas. This is done both formally (with surveys) and informally (with members asking for feedback within their division). This information is passed on to the ITC and EMC ex-officio members.
 - The ITC and EMC ex-officio members bring concerns to the committee to be discussed.
 - Plans to assist the ITC and EMC are made and carried out by the committee members.

AUTHORIZATION

Authorized by the FSEC on (date?)

STRUCTURE OF THE COMMITTEE

Eligibility

<i>Tenure/Non-Tenure</i>	<i>Full Time/Part Time</i>	<i>Elected/Appointed</i>
T/N	F/P	A

Composition

- Four (4) faculty members; Two (2) from the University College and one(1) each from Tech 1 and Tech 2.
- One (1) faculty member from Academic Support (excluding ITC)
- Faculty members are appointed by the COC
- A coordinator from the Information and Technology Center (ITC) (ex-officio)
- The Director of the Educational Media Center (EMC) (ex-officio)
- Additional members may be assigned as needed from year to year

Note: Currently a faculty member representing Distance Education concerns is serving on the committee.

If members leave the committee, they are replaced by the chair of the Committee on Committees (COC) in consultation with the chair of the Faculty Senate Executive Committee (FSEC).

SCOPE OF AUTHORITY

TAC is an advisory committee and has no authority to implement policies and procedures. The committee makes recommendations to the Campus Leadership Team (CLT) on policies/procedures in technology areas.

MEETINGS

Meetings are held once a month.

DOCUMENTATION/COMMUNICATION

Information from this committee is disseminated to the campus community in several ways:

- ITC schedules and runs workshops detailing changes in procedure related to computer technology
- ITC maintains a web site that provides information on computer technology for this campus. The URL for this site is <http://honolulu.hawaii.edu/itc/>
- Minutes for the committee meetings are posted on the campus intranet.