

College Operating Procedures (COP)



Procedure Title: Standing Committee: Academic Technology Committee
Procedure Number: 03-0405
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 04/17/14

Purpose Statement: This COP defines the responsibility, membership, chair, meetings, and reporting of the Academic Technology Committee.

Guidelines:

The Academic Technology Committee will provide advice and counsel on current academic computing issues, provide a forum to build the vision for technology integration in the classroom (both on campus and online), and improve teaching and learning through the expanded use of technology through the following actions:

- Work in cooperation with Technology Services to ensure that adopted technology for the classroom is both scalable and cost efficient.
- Develop and maintain technology skills for faculty and staff by providing adequate training and support. This will be a coordinated effort among Technology Services, the Faculty Professional Development Committee, and the Division of Learning Innovation, Faculty Development, and FSW Online.
- Assist the e-Learning Committee to increase the integration of technology in the teaching and learning process.
- Provide a process for identifying and evaluating emerging technologies that could benefit the college.
- Study, review, and recommend policies and procedures relating to instructional technology.

Procedures:

- I. **Membership:** Vice President, Research, Technology, and Accountability, Dean of Learning Innovation, Faculty Development, and FSW Online; one member of the technology services staff; and six to eight faculty members: two from the School of Pure and Applied Sciences; two from the School of Arts, Humanities, and Social

Sciences; and two to four additional faculty members selected from among the remaining three Schools (Education, Business and Technology, Health Professions) or the Library or the Division of Career and College Readiness. Faculty members will serve for a two-year term and are limited to two, consecutive two-year terms (with the exception of the Chair who will serve for a minimum of two additional years after assuming the role of Chair.) Membership should include faculty from Lee, Collier, and Charlotte campuses and the Hendry/Glades Center.

- II. Committee Chairs:** The Academic Technology Committee will be co-chaired by the Vice President, Research, Technology and Accountability and a faculty member who will be elected from the faculty membership on the committee and will serve for a two-year term, subject to the approval of the Provost/Vice President, Academic Affairs.
- III. Meetings:** Monthly September through April.
- IV. Oversight:** The academic technology committee and the chair of the committee are a recommending body that report directly to the Provost / Vice President, Academic Affairs.
- V. Reporting:** Meeting minutes must be maintained and will be posted for all College review within two weeks of each meeting. Committee members will be expected to offer monthly reports to their respective Faculty Senate groups.