Present: Randy Ellsworth, Jeri Carroll, Mara Alagic, Pat Terry, Rich Bomgardner, Vicky Quade,

The committee reviewed the elected Day Radebaugh chair of the committee.

The committee was asked to review the committee purpose and authority, composition, and responsibilities.

- The committee elected to have three-year terms.
- The committee decided to have the dean appoint the members upon recommendation of the department chair, allowing for the department to decide if those whose names were to be forwarded were to be elected or were volunteers.
- The Technology Director is assigned to the committee, and was elected chair.
- The charge to the committee should not be expanded.

The composition of the committee was modified as noted on the following page.

In addition: The Purpose, Mission, and Commitments Statement approved by the COE faculty in April 2009, is not yet posted in the COE governance document online.
NOTE: The Purpose, Mission, and Commitments Statement approved by the COE faculty in April 2009, is not yet posted in the COE governance document online

Question:
1) Should the membership term be three years to coincide with other standing committees? Yes.
2) Should the dean appoint the members upon recommendation or should the members be elected from each of the departments? Yes.
3) Since the Associate Dean’s position description has changed and the Technology Director is assigned to the committee, these changes need to be reflected in the policy, Yes.
4) Should the instructional charge of the committee be expanded? No.

The Technology Committee is a duly authorized committee with the following purpose and authority, composition and responsibility.

a. **Purpose and Authority.** The Technology Committee shall conduct reviews, take actions (as requested by the Dean, Leadership Team or faculty) and make recommendations (to the Dean, Leadership Team or faculty) on matters relative to the use of technology in curriculum and instruction and as a tool of organizational individual productivity.

b. **Composition.** The Committee will consist of at least three faculty representatives from across the college (appointed by the Dean for staggered three-year terms based upon recommendations from Department Chairs,) one staff member, and the **Associate Dean, Technology Director.** The Chair of the Committee is elected annually (usually in the spring preceding the Chair term) from among the membership of the committee.

c. **Responsibility.** The Committee promotes appropriate uses for technology, develops and updates a college technology plan, organizes (in concert with the College's Leadership Team) appropriate faculty/staff development, advocates for needed technology equipment, support and funding, promotes relevant college policies, and serves in an advisory capacity for technology-related decisions and initiatives (e.g., college-wide funding proposals). The Committee maintains open communication to faculty/staff on its activities through pre-meeting distribution of agendas and post-meeting distribution of minutes.

d. **Meetings.** The Committee normally meets once each month.