



## Cypress College Campus Technology Committee Guidelines 2011 – 2013

*Established 2002*

### **Document Review & Approval Dates**

Campus Technology Committee Review: 01 November 2011

Campus Technology Committee Approval: 01 November 2011

Planning and Budget Approval: 01 December 2011

President's Advisory Cabinet Approval: 01 December 2011

### **PURPOSE**

Cypress College Campus Technology Committee (CTC) is a campus committee following a shared governance committee model guided by input from ad hoc committees representing focused technological interests. CTC Recommendations reflect the campus as a whole and support the Cypress College Strategic Plan.

The CTC serves to:

- Coordinate the technology needs of the campus with the goals of Cypress College planning documents including, but not limited to, the Educational Master Plan, the Strategic Plan, the Student Services Master Plan, the Distance Education Plan, and the Campus Technology Plan
- Coordinate a shared vision of the utilization of technology to facilitate learning
- Gather information, needs, and concerns from special interest groups
- Promote effective and efficient use of technology
- Develop technological partnerships among campus programs and departments
- Seek to avoid unnecessary duplications to technology
- Recommend procedures and guidelines for the use of campus technology
- Recommend priorities for the use of technological resources (funding, staff, hardware, software, etc.) submitted to PBC and PAC

### **COMMITTEE MEETING DATE AND LOCATION**

- **Date:** The CTC meets once per month. Additional meetings may be scheduled at the discretion of the Committee as needed to facilitate special needs or projects.
- **Location:** The CTC meets in Cypress College Complex room 417.

## **CTC RECOMMENDATIONS SUBMISSION**

CTC Recommendations are submitted to the Planning and Budget Committee (PBC).

## **MEMBERSHIP**

### **Composition of Voting Membership**

- Manager Systems Technology (Chair)
- DMA Representative
- President's Appointee
- Two Academic Senate Representatives
- One United Faculty Representative
- One Classified Representative
- One Associated Student Representative

### **Term**

Members shall commit to a 3-year term. Appointments will be staggered to ensure continuity of committee history and knowledge.

### **Quorum**

A quorum for the committee shall be defined as half, plus one of members present.

### **Meeting Attendance**

In order to ensure the completion of committee work and decision making, as well as the ability of the committee to make recommendations to Planning and Budget, members and resource members commit to attending all regularly scheduled meetings during their three-year term.

Excessive absences from meetings shall result in the replacement of the member or resource member by another from the area the member or resource member represents on the committee.

### **Resource Members**

The Campus Technology Committee has traditionally operated with the participation of a large number of resource members. These resource members represent areas such as Distance Education, the Disabled Student Programs and Services, Counseling, the Fine Arts Division and the Business/CIS Division.

The role of resource members is to ensure that a wide variety of perspectives are considered in the decision-making process of the committee. The participation of resource members is valued and necessary to the successful work of the committee. The listing of resource personnel is not intended to be restrictive, however, the composition of the resource membership should include at a minimum:

- Distance Education
- Disabled Student Programs and Services
- Counseling and Student Development Division
- Fine Arts Division
- Business/CIS Division
- Academic Dean
- Staff Development
- Office of Instructional Design
- LLRC
- Library