Faculty Senate:

As chair of the Instructional Technology Advisory Committee (ITAC), I am submitting for your approval a revision of the description and charge of ITAC in the University Statutes listed in the Faculty Handbook (pages 193-194). The description currently in the handbook is from the late 1990's/early 2000's and is obsolete in some regards. Last academic year, Dr. Gary Fisk (2013-2014 ITAC Chair) led an effort to correct and revise the handbook description and charge.

In the documents submitted, you have the current Faculty Handbook description with sections intended for change highlighted. Comments and rationale for the indicated changes are included (comments due to Gary Fisk). Following that is the proposed, revised text.

The changes have been approved already by ITAC and Faculty Affairs.

Thank you for your consideration.
Current Description of ITAC in Faculty Handbook with Proposed Changes

From the Faculty Handbook:

http://gsw.edu/Academics/Academic-Affairs/Faculty-Handbook/Appendix#UniversityStatutes

Committee on Instructional Technology. The committee shall provide a functional link between the faculty, administration and the Instructional Technology Center (ITC). The committee shall annually review the current status of campus-wide instructional technology and advise ITC on efficient methods of implementing and maintain current instructional technologies. The committee will serve as a liaison between the faculty and administration. The committee will consist of two (2) full-time faculty members from the School of Arts and Sciences, and one (1) from each of the other schools. The Director of ITC, the Instructional Technology Support Specialist, and the Operations and Systems Supervisor (or designee) shall serve as ex-officio members.

In its specific task, the committee shall be responsible for the following:

Conduct campus-wide instructional technology assessments and continually update an annual Instructional Technology Plan for the institution.

Review and evaluate direction for the operation of ITC.

Review faculty technology training.

Review use of Distance Learning, Web-based instruction, video production and Channel 8 programming policies and practices.

Review and prioritize Faculty Instructional Technology grant requests and recommend to the Vice President for Academies Affairs for disbursement of funds.
Proposed revisions (changes/additions in yellow):

**Instructional Technology Advisory Committee.** The committee shall provide a functional link and liaison between the faculty, administration, and Information and Instructional Technology (IIT). The committee shall annually review the current status of campus-wide instructional technology and advise IIT on efficient methods of implementing and maintaining current instructional technologies. The committee will consist of two (2) full-time faculty members from the College of Arts and Sciences, and one (1) from each of the other schools. The Chief Information Officer, the Instructional Technology Support Specialist, and the Operations and Systems Supervisor (or designee) shall serve as ex-officio members.

In its specific task, the committee shall be responsible for the following:

**Review the expenditure of funds from the Student Technology Fee.** Make recommendations to the CIO and the Vice President for Academic Affairs for the disbursement of Student Technology Fee funds.

**Review and recommend technology used to support distance learning and web-based instruction.**

Conduct campus-wide instructional technology assessments and update the Instructional Technology Plan.

Review and prioritize Faculty Instructional Technology grant requests.

Review faculty technology training.

Deleted or rewritten:

The committee will serve as a liaison between the faculty and administration.

Review and evaluate direction for the operation of ITC.

Review use of Distance Learning, Web-based instruction, video production and Channel 8 programming, policies and practices.
Proposed revised version (Final):

**Instructional Technology Advisory Committee.** The committee shall provide a functional link and liaison between the faculty, administration, and the Information and Instructional Technology department (IIT). The committee shall annually review the current status of campus-wide instructional technology and advise IIT on efficient methods of implementing and maintaining current instructional technologies. The committee will consist of two (2) full-time faculty members from the College of Arts and Sciences, and one (1) from each of the other schools. The Chief Information Officer, the Instructional Technology-Coordinator, and the Computer Lab Support Manager (or designee) shall serve as ex-officio members.

In its specific task, the committee shall be responsible for the following:

- Review the expenditure of funds from the Student Technology Fee. Make recommendations to the CIO and the Vice President for Academic Affairs for the disbursement of Student Technology Fee funds.
- Review and recommend technology used to support distance learning and web-based instruction.
- Conduct campus-wide instructional technology assessments and continually update the Instructional Technology plan.
- Review and prioritize Faculty Instructional Technology grant requests.
- Review faculty technology training