

IMPERIAL VALLEY COLLEGE

Standing Rules of the Technology Planning Committee

Access to the Technology Planning Committee is available to all members of all constituencies

MEETINGS

At its first meeting of each academic year the Technology Planning Committee will set a time and place to meet agreeable to its members. The Committee will meet at least once a month. A schedule of the meetings will be provided on the website.

AGENDA

1. The Technology Planning Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the Technology Planning Committee and distributed to the Committee members 72 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is 6 members.
2. Constituent groups may designate up to three alternates who may serve during a Technology Planning Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Technology Planning Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

TERMS OF OFFICE

1. The chair of the Technology Planning Committee shall be elected for a two-year term by the Technology Planning Committee and be a member of Technology Planning Committee.
2. The vice chair of the Technology Planning Committee shall be elected for a two-year term by the Technology Planning Committee and be a member of Technology Planning Committee. In the absence of the Chair, the Vice Chair will conduct meetings of the Technology Planning Committee.
3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

PROCEDURES

Since the Board of Trustees has established the Technology Planning Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The Technology Planning Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website.
3. Prior to the Board of Trustees receiving any policy recommendation, the Technology Planning Committee will be given the opportunity to express its views and opinions to the College Council and College President.
4. The views and opinions of the Technology Planning Committee will be expressed in written form to the College Council and College President.
5. When the views and opinions by the members of the Technology Planning Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Technology Planning Committee.
6. The Technology Planning Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College President on any of the above. It is not within the purview of the Technology Planning Committee to discuss or advise on personnel topics or student discipline.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the IT Technology Planning Committee members.

PURPOSE

The purpose of the Technology Council is to coordinate campus technology activities, address technology needs and issues, and take action upon recommendations from feeder subcommittees. The Council has four broad categories of responsibilities:

- Campus technology policy and procedure planning
- Instructional technology
- Administrative computer system (i.e. SCT Banner)
- System architecture and network services

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the Technology Planning Committee are:
 - Three faculty members appointed by Academic Senate
 - Three classified members appointed by CSEA
 - Three administrators appointed by the Administrative Council
 - One members of the CMCA appointed by CMCA
 - One students at large appointed by ASG
 - The College President and the IVC Foundation Director will be ex-officio members.
- ❖ Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
- ❖ Terms for faculty and CMCA will begin on even numbered years; Terms for classified and administrators will begin on odd numbered years;
- ❖ Terms for student representatives shall be on a semester basis.
3. A Chair and Vice-Chair will be elected by the members of the Technology Planning Committee.
4. The Technology Planning Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.