Appendix F
Educational Technology Committee

A Standing Committee of the Academic Senate

Responsibilities:

The duties of the Educational Technology Committee (ETC) shall be to:

- To advise the college on issues related to distance education and making effective use of educational technology in the delivery of all instruction and related activities offered by the college.
- In coordination with the Technology Committee, the committee shall search information from various sources on new instructional technologies.
- The committee will make its recommendations on new equipment, software, services, and/or personnel in Distance Education Annual Academic Program Plan as well the College’s Strategic Plan.
- The committee shall recommend guidelines associated with technical and instructional support and design including personnel, services, software, training, and equipment to assure the successful use of educational technology and to improve the quality of the Distance Education Program.
- The committee shall form appropriate subcommittees and/or task force(s) to meet its objectives approved by the committee.
- Set and assess goals for the committee on an annual basis at the beginning of each fall semester and reviewed at the end of spring semester.
- The ETC is the designated Pierce College D/DL Committee specified in Article 40 B 5 of the AFT contract dated July 1, 2008 through June 30, 2011.

Committee Membership:

The following shall be the voting members of the Educational Technology Committee:

- The membership of the Educational Technology Committee shall be composed of at least one (1) member from each of the four discipline areas described in the Curriculum Committee membership section, all to be appointed by the Academic Senate.
- One (1) faculty member selected from the Library.
- One (1) faculty member selected from Counseling
- Four at-large faculty members
- Distance Education Coordinator, or designee (the DE Coordinator shall be a voting member as long as the position remains a faculty position)
- The membership of the Educational Technology Committee shall be fixed at eleven voting members.
• Unpredicted vacancies on the committee will be filled as soon as practically possible upon an election by the Academic Senate, and will be for the duration of the unexpired term of the vacant position.
• No department of the college shall have more than two members of the committee.
• The term of office of faculty committee members shall be two years. The terms of the committee membership will be staggered so that one half of the committee is selected at the beginning of each academic year.
• The ETC will appoint a member to represent the ETC on the campus Technology Advisory Committee.

The following shall be non-voting members of the Educational Technology Committee:

• Manager of Info Tech, or designee
• Academic Senate Vice President of Curriculum, or designee
• A member appointed by the Vice President of Academic Affairs, whose duties shall serve as a Liaison to the office of Academic Affairs.

Committee Chair:

• Committee members shall select a faculty member of the ETC as chair and submit the name to the Academic Senate for confirmation.
• The chair shall preside over all meetings of the committee and report all matters of concern and significance to the Academic Senate.
• The term of office of the chair is two years. There shall be no limitation on the number of terms a chair will be able to serve.

Meetings:

• Meetings will be held once a month on the second Wednesday of each month with no less than ten times during the year. However, summer meetings may be called by the committee (July and August)
• All the members are expected to attend all meetings. The voting members, who miss two consecutive meetings or four meetings within a year, barring exceptional circumstances, will be asked to resign.
• Absent board members will not be allowed to vote.
• The committee will seek to make decisions by reaching consensus. When this is not possible, decisions will be made by majority vote.
• Minutes will be taken by the voting members and will be posted on ETC website in a timely manner.

Other Criteria:

The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision-making process.

Approved by the Academic Senate February 26, 2007