



Charter for Technology Committee

Fall 2021

This Charter is established between the Technology Committee and the Resources Council to structure the process and planned outcomes included herein during the 2021-2022 academic year.

Purpose

The Norco College Technology Committee provides strategic planning recommendations, guidelines, assessment, and feedback to the Resources Council for the sustainability of technology resources throughout the college to support student learning programs, services, and improve institutional effectiveness consistent with the college's mission.

Charge

The Norco College Technology Committee is the governance committee that engages in discussions regarding college technology matters that fall outside of the operational purview of the Technology Support Services (TSS) and Business Services employees. The committee keeps abreast of technology needs and supports the Resources Council in updating the Technology Plan, technology guiding principles, as well as assessing the college's technology needs to improve student success, access, and equity.

Guiding Principles and Assumptions

Norco College is committed to managing its technology resources in an organized, deliberative, and cost-effective manner. The Technology Committee is guided by the principles of:

- Providing technology training and support for the college community
- Support instruction and student learning with technology
- Measuring technology needs
- Providing feedback on our integrated Technology Plan
- Providing technology budget recommendations to support resource allocation.

Classified professionals from Technology Support Services and the Instructional Media Center attend Technology Committee meetings as a resource and to provide professional expert input in discussions and decision-making.

RCCD, through the Information Technology Strategy Council (ITSC) maintains the District Strategic Technology Plan and Security Plan which coordinates and communicates with Norco College through its Technology Committee representatives. Through ITSC, Norco College

Guiding Principles and Assumptions

Technology Committee representatives participate in the prioritization of resource allocation of technology resources for the district.

Scope & Expected Deliverables

The Technology Committee does the following:

- Provide technology budget recommendations
- Review rubric for technology prioritization
- Administer college-wide Technology Survey
- Provide Technology Recommendations
- Support technology workshops, tools, and training
- Review the Technology Plan
- Report to the Resources Council twice a term, or as needed, on work undertaken by the committee outlined in this section and related recommendations.

Membership

The voting membership of the Technology Committee consists of five faculty members as appointed by the Academic Senate, five classified professional members as appointed by the California Schools Employees Association Chapter 535, two students appointed the Associated Students of Norco College, and two administrators appointed by the Executive Cabinet.

- Administrative Co-Chair – Administration
- Classified Professional Co-Chair – Classified Professionals
- Faculty Co-Chair – Faculty
- Faculty Representative – Faculty
- Faculty Representative – Faculty
- Faculty Representative – Faculty
- Faculty Representative – Faculty
- Administrative Representative – Administration
- Classified Professional Representative – Classified Professionals
- Classified Professional Representative – Classified Professionals
- Classified Professional Representative – Classified Professionals
- Classified Professional Representative – Classified Professionals
- Student Representative – ASNC
- Student Representative – ASNC

Meeting Time/Pattern

The Technology Committee meets monthly on the third Thursday at 2pm via zoom during the fall and spring semesters. Contact the Co-Chairs to place an item on a future agenda.

Roles of Co-Chairs and Members

Co-Chairs are identified per the process outlined in the SPGM. The Co-Chairs are accountable to Resources Council to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Technology Committee based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Technology Committee that can help to achieve its charge. Members actively participate in meetings, deliberations, and processes for providing recommendations. The Technology Committee welcomes all attendees to participate in lively conversations that take place at its meetings. Each member brings their knowledge and expertise as well as constituent perspectives to help the committee discuss technology matters and collaboratively provide recommendations on technology needs and resources rooted in data.

Members are representatives of their constituent groups and through those groups reporting mechanisms report back to their representative groups. The Technology Committee creates and posts agendas and notes on its webpage to communicate with the college community and publish its discussions and actions taken.

Meeting Procedures and Expectations

The Co-Chairs, and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve the work of the committee established through the Technology Plan's goals and objectives. Meeting notes are taken and posted to the committee webpage.

Members endeavor to:

- Review all relevant material prior to the committee meetings or through email correspondence.
- Contribute to the discussions concerning the committee's issues.
- Attend all meetings of the committee and sub-committees
- Participate in carrying out the goals and objectives in the Technology Strategic Plan
- Promote awareness of the Technology Strategic Plan
- Actively participate in the work of the committee