**KETTERING COLLEGE COMMITTEE CHARTER**

**College Technology**

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| **Purpose:** | Identify, promote, and support the acquisition and development of campus technologies and their integration into the learning-centered culture, community, and curricula of Kettering College |
| **Status:** | Permanent |
| **Membership:** | Comprised of no fewer than four members, including (but not limited to): One member of the Executive Council, College Workstation Administrator, Senior Information Officer, Instructional Technologist, Helpdesk Manager, and other individuals (faculty and staff) from across the college who have an understanding of and commitment to technology. |
| **Appointment:** | Nomination and election process administered by the Collegiate Life Committee. |
| **Term:** |  |
| **Chair:** | Select a chair and secretary from its membership each academic year.  |
| **Meeting Frequency:** | At least three times each semester, with additional meetings as needed. |
| **Minutes:** | Distributed to the membership by the chair. The committee member responsible for taking minutes will share a copy of the minutes on the S:Drive in pdf format.  |
| **Input From:** | All administrative and academic departments, staff, students, and College governance entities. |
| **Reports To:** | Admin Council and College Council |
| **Committee Objective:** | **To Act:** | **Report to:** |
| 1. Facilitate faculty, staff and student use of campus technologies and other electronic and online resources/tools.
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| 1. Assess the effectiveness of current and proposed technology and make recommendations where appropriate.
 | Admin Council |
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| **To Recommend:** | **Recommend to:** |
| 1. Seek, evaluate, and recommend new technologies, particularly for the enhancement of teaching and learning.
 | Admin Council |
| 1. Propose guidelines for appropriate use of campus technology.
 | College Council |
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| **Committee Procedures:** | 1. Communicate all new proposals to College Council.
2. Provide periodic updates on ongoing projects to College Council.
3. Coordinate with individuals or groups that the College Council identifies as stakeholders in a given proposal, and with other individuals who indicate an interest in working on the proposal.
4. Provide advice, either as a whole or through appointment of a committee member, to workgroups dealing with issues that may affect or be affected by the committee.
5. Strive to reach consensus among its members and all stakeholders involved in a given proposal before making a final decision.
6. Notify the College Council of decisions made by the committee so that they may be communicated to the rest of the College.
7. Incorporate feedback received as a result of the College Council’s college-wide communications into proposals and continue to work toward consensus until a satisfactory result is achieved.
8. Review charter annually. Give an annual report of its goals and accomplishments to the General Assembly.
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| **Date of Origin:** | **September 16, 2014** |
| **Last Reviewed:** | **September 8, 2022** |
| **Last Revised:** | **September 8, 2022** |
| **Replaces:** | **May 11, 2021** |
| **Approved By:** | **College Council** |
| **Effective Date:** | **February 14, 2023** |