



ACCREDITATION EVIDENCE

Title: Technology Advisory Council Committee Charter 2019

Evidence Type: Corroborating

Date: 2019

WAN: 22-0537

Classification: Resource

PII: No

Redacted: No



Western Wyoming Community College

Standing Committee Charter

Committee Name__ Technology Advisory Committee

Mission_ The Technology Advisory Committee investigates the impact of technology on education, employees, and students and makes recommendations to the IT department about the direction and priorities for existing and new technologies.

Responsibilities_

1. Strategically plan the use of technology as a tool to enable and support student learning and employee productivity.
2. Identify opportunities for improvement in technology systems, processes, policies, and communication.
3. Create a culture of technology adoption and innovation to evolve the campus community.

Chairperson(s)_ Director of Information Technology Services – Derek Robinson

Recorder(s)_ Systems Administrator (member of TAC) – Trey Petty

Audience_ Minutes are sent directly to TAC members, but they are accessible to all employees and students.

Creating Membership_ Membership is voluntary and is filled through an annual request sent via email by the ITS Director. Membership is filled on a first come, first serve basis, per area. This is done to ensure that those most interested in serving on the Committee get the first chance at membership, but that all areas of the campus are properly represented or included.

Term_ Membership begins in the Fall semester and concludes at the end of the Spring semester within the same academic year. Therefore, membership consists of 9 months. This is done to ensure that contract level faculty members have equal participation in the process while they are on contract. Members can volunteer again the following year if they wish.

Meeting Frequency_ This committee meets every two weeks, or twice per month depending on schedules/break/holidays.

Measures of Success_ The success of the committee is based on the objectives set for any given year and whether materials are created to support the objectives. The yearly committee objectives are posted on the website. Below are the 2018-2019 objectives and the deliverables are shared in the Shared Documents, Discussions, or Links portion of the TAC website.

2018-2019 Objectives

1. Review and identify opportunities for improvement in technology maintenance schedules and windows. Review the comprehensiveness and communication options for maintenance and the impact on the campus community.
2. Review and draft policies that govern technology and users to enforce institutional compliance with mandated rules and regulations.
3. Review the ticketing and project system to find innovative ways to improve the process.
4. Create a rotation, purchasing, and checkout system for technology on campus.
5. Review the current support hours (8-5, M-F) for relevancy and identify areas for improvement to meet the needs of students and employees most effectively.
6. Improve IT communication using relevant communication methods which may include blogs, training sessions, a website, emails, etc.

Sponsor_ This is currently the ITS Director.

