

Bylaws of the Academic Technology Committee (ATC) of Kutztown University of Pennsylvania

ARTICLE I - DUTIES OF THE ATC

SECTION 1: As noted in the mission statement and charge of the ATC, this committee shall

- Serve as an advocate for up-to-date technologies.
- Recommend and report to University Senate, priorities and policies for the enhancement of computing and other technologies at Kutztown University for endorsement and approval.
- Serve as a forum for the exchange of ideas among constituents.
- Communicate issues relating to academic technology on campus and provide updates to the University Senate, the head of Information Technology, and appropriate constituents.
- Bring issues from all constituents to the committee
- Submit annual reports to the Senate.
- Serve in an advisory capacity to the head of Information Technology.

SECTION 2: Serve as a forum to discuss and, when appropriate, suggest remedies for technology issues affecting any or all members of the academic community.

SECTION 3: Interact effectively with associated bodies and committees, including but not limited to University Senate, college, academic, and other technology committees on campus, and committees relating to technology access for the disabled.

SECTION 4: To facilitate and assess all aspects of the University Academic Technology Strategic Plan.

ARTICLE II - RESPONSIBILITIES OF MEMBERS OF ATC

SECTION 1: Keep up-to-date on current, evolving, and new technologies within, affecting, and germane to their constituency.

SECTION 2: Represent the opinions of their constituents for the duration of their term of office.

SECTION 3: Serve on sub-committee(s) at a level consistent with need and relatively equivalent to service provided by other members of the committee.

SECTION 4: Aid in the orderly business of the ATC. In particular, to knowledgeably participate in discussions, both within meetings and when solicited otherwise.

ARTICLE III – COMPOSITION OF ATC AND VOTING

SECTION 1: The ATC membership shall be comprised of representatives from all academic constituencies, from technologically-oriented departments, and from university administration.

The chair, as is their prerogative under Article VI.B.4 of the University Senate Constitution, may invite to any ATC meeting anyone whose contribution would enhance the committee’s mission. The following table will detail committee membership, how each member is selected and term length, with a star (*) indicating that the member is non-voting:

Constituency	Term	How Appointed
College of Liberal Arts & Sciences	2 years	Committee on Committees
College of Education	2 years	Committee on Committees
College of Business	2 years	Committee on Committees
College of Visual and Performing Arts	2 years	Committee on Committees
Natural Sciences	2 years	Committee on Committees
College technology committee representatives (one from each college that has an active technology committee)	2 years	TBD by college dean; *
Business Technology Instructor	2 years	Department
Computer Science	2 years	Department
Communication Design	2 years	Department
Electronic Media	2 years	Department
Instructional Technology	2 years	Department
Learning Technologies	2 years	Department
Mathematics	2 years	Department
Information Technology	2 years	Division
Library	2 years	Division
Student Representative	1 year	SGB
Student Representative	1 year	SGB
Instructional Designer	Indefinite*	Not appointed
Information Technology Head	Indefinite*	Not appointed
Provost	Indefinite*	Not appointed

*Appointment procedure will assure equal opportunity for service is given to all interested and eligible to serve.

Ex-officio members and guests shall not have voting privileges.

Terms for CoC appointees shall start in odd numbered years. Terms for department/division members shall begin in even-numbered years

SECTION 2: Voting in ATC shall be as follows:

1. All ATC members, with the exception of ex-officio members, have full voting rights. Ex-officio members are not voting members of the committee, but retain full participation rights.
2. Any motion, except to permit invitee participation, requires a yes vote of at least 50% of voting-eligible committee members, as stated in Item 1, (not just those in attendance) to pass.
3. Any committee member reserves the right to request that any vote be taken by secret ballot.

SECTION 3: Officers

1. ATC shall have two officers, a committee chair, who shall serve for a term of one year, starting on August 30 of each year, and a committee secretary, who shall serve a term of one year, starting at the first meeting during each fall term. The chair, who must be a voting member of the committee, shall be elected, if possible, at the final meeting in April of each odd-numbered school year. If a chair is not in place at the beginning of any school year, a chair shall be elected at the first meeting. The chair shall be elected by a simple majority of those voting members in attendance; a quorum is required.
 - Candidates for chair may be nominated by other members or themselves. If more than two ATC members are nominated and no candidate garners a majority of the votes, the top two finishers will participate in a runoff election.
 - If a final vote for chair finishes in a 50-50 tie, a nominee who has served as committee secretary (where the other hasn't) shall be declared the winner. Otherwise, the election shall be decided by a fair game of chance agreed upon by the nominees.
2. The duties of the chair shall include:
 - Arranging meeting times and places with consideration of availability of members
 - Preparation of an agenda that is to be distributed at least one week prior to any meeting
 - Holding an election for secretary or chair as specified in Item 1 of this section.
 - Forming subcommittees and task forces as deemed appropriate by the committee
 - Reporting motions and resolutions to University Senate
 - Presenting an annual report to University Senate
 - Maintaining the committee website (or arranging for the website to be maintained)
 - Delivering meeting minutes to University Senate and posting them to the committee website in a timely fashion
3. The duties of the committee secretary shall be:
 - Taking meeting minutes
 - Preparing meeting minutes and providing them to the committee chair for publication in a timely manner

ARTICLE IV – MEETINGS

SECTION 1: The ATC shall meet monthly, on a regular schedule. If business can not be completed during the scheduled meeting time, an additional meeting may be scheduled:-

SECTION 2: The chair of the Academic Technology Committee and the chair of the Administrative Technology Committee will meet when necessary.