

ACADEMIC TECHNOLOGY COMMITTEE
Mission Statement, Charge, and Bylaws

KUTZTOWN UNIVERSITY
Kutztown, PA 19530

MISSION

The Academic Technology Committee reports to the University Senate and serves in an advisory capacity to the Office of Information Technology. Its role is to:

- Serve as an advocate for up-to-date technologies.
- Recommend priorities and policies for the enhancement of computing and other technologies at Kutztown University.
- Serve as a communication bridge to all other technology-related committees on campus for the purpose of keeping all parties involved informed of activities and needs.
- Bring issues from all constituents to the committee and serve as a forum for the exchange of ideas among constituents.
- Serve as a forum to discuss and, when appropriate, suggest remedies for technology issues affecting any or all members of the academic community.
- Interact effectively with associated bodies and committees, including not limited to, University Senate, college, academic, and other technology committees on campus, and committees relating to technology access for the disabled.
- Supervise facilitation and assessment of all aspects of the University Academic Technology Strategic Plan.

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

- The ATC membership shall be comprised of representatives from all academic constituencies, from technologically-oriented departments, and from university administration. The Chair has the prerogative under Article VI.B.4 of the University Senate Constitution to invite anyone whose contribution would enhance the committee's mission to any ATC meeting. 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

Biological Sciences	2 years	Department
Physical Sciences	2 years	Department
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 and Information Technology	2 years	Department
Communication Design	2 years	Department
Cinema, Television, and Media Production	2 years	Department
Library and Learning Technologies	2 years	Department
Mathematics	2 years	Department
Geography	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

- Ex-officio members and guests shall not have voting privileges.
- Terms for CoC appointments shall start in odd numbered years. Terms for department/division members shall begin in even-numbered years.

B. Election of Officers

ATC shall have two officers: 1.) a committee Chair, who shall serve for a term of two years, starting on August 30 of each year; 2.) 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.

II. DUTIES

A. The duties of Committee Members are

- Department Representatives are responsible for reporting the needs and concerns of their departments to the ATC.
- Department Representatives are responsible for reporting the activities of the ATC to members of their departments.
- College Representative are responsible for reporting the needs and concerns of their colleges to the ATC.
- College Representative are responsible for reporting the activities of the ATC to their College Department Chairs.
- College Technology Committee Representatives are responsible for reporting the needs and concerns of their Technology Committees to the ATC.
- College Technology Committee Representatives are responsible for reporting the activities of the ATC to their College Technology Committees

B. The duties of the Chair shall include:

- Distribute the ATC bylaws to members at the first meeting of the year for information and review.
- Arrange 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.
- Providing letters of participation to committee members at the end of each year.

C. The duties of the committee Secretary shall be:

- Record the minutes of each meeting.
- Record the names of those attending and those not attending at each meeting.
- Submit copies of minutes to the chair and University Senate office for archival purposes.

III. MEETINGS

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

- The Chair of the Academic Technology Committee and the Chair of the Administrative Technology Committee will meet when necessary.

Members who miss two regularly scheduled meetings (without notice or representation) in any given semester may be assumed to have withdrawn from the committee and in such a case the Committee on Committees and/or Student Government Board will identify an appropriate replacement.

IV. VOTING

- A. 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.
- B. Any motion, except to permit invitee participation, requires a yes vote of at least 50% of voting-eligible committee members (not just those in attendance), as stated in Item A, to pass.
- C. Any committee member reserves the right to request that any vote be taken by secret ballot.

V. AGENDA

- A. The agenda shall consist of the following order of priority (recommended):
 - Call to Order
 - Approval of Minutes
 - Announcements
 - Old Business
 - New Business
 - Adjournment
- B. Agenda items will be sent out to all members of the committee with a copy of the minutes one week prior to the meeting.
- C. Final agenda for the meeting will be available for the members of the committee on the day of the meeting.

VI. RULES OF ORDER

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this committee or University Senate may adopt.
- B. A quorum will consist of a simple majority of members of the full committee. A quorum is needed to hold meetings and conduct business.
- C. All ATC members, with the exception of ex-officio members, have full voting rights.

D. In order to have a vote, there must be a quorum.

E. Amendment of the bylaws shall require a two-thirds majority of the voting membership.

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