

## **Academic Affairs Technology Council By-Laws**

### **GENERAL**

The **Academic Affairs Technology Council** is charged with informing and advising the Office for Academic Affairs in the advancement of technology and technological services related to the functional delivery of a rigorous 21st century education to ensure faculty/staff/administrators/students are attuned to and prepared in technology utilization for their respective fields. Additionally, the AATC will serve as the Academic Affairs advisory team to the Information Technology Governance Committee (ITGC).

### **Article I. FUNCTIONS AND RESPONSIBILITIES**

The Academic Affairs Technology Council (AATC) has the following major areas of responsibility and authority:

- A. Develop and update the Academic Technology Strategic Plan to set goals for recommending, advising on and monitoring progress towards long-range strategic planning for information technology and resources.
- B. Serves as a forum for the interaction of campus service providers and their user communities by monitoring the various aspects of campus usage, and by periodically soliciting the feedback of users.
- C. Advise the Academic community of opportunities to share technology across all-Academic units.
- D. Regularly update bylaws and procedures for Academic technology information support across campus
- E. Review actual and proposed changes in the administrative structures that support information technology and resources.
- F. Formulate statements of general policy related to information technology and resources
- G. Recommend, advise on, and monitor progress towards the improvement of campus information technology literacy through the training of campus personnel
- H. Undertake other activities it considers appropriate to foster and promote the effective and efficient use of information technologies and resources.
- I. Identify training and development needs for Academic Affairs that includes an Annual Technology Summit

## **Promote Quality**

In order to promote quality, the AATC will focus on campus-wide technology hardware and software resources. The AATC will provide feedback and suggestions as related to technology issues by researching and approving resources that are more responsive to stakeholder needs; including, but not limited to, academic efficiency, cost saving and utilizing technology that can play a part in automating administrative processes on campus. The AATC will work to disseminate available technology and information campus-wide.

## **Conduct of Technology Reviews**

- A. Conduct a annual technology assessment tool/survey that is measurable in colleges/schools to determine effective and critical changes to existing academic technologies which promote the mission of our University.
- B. Conduct information gathering of emerging technologies and conduct assembly of findings for AATC review. This may include, but not limited to, technology solutions commonly utilized by system, state, federal, corporate, national or international academic/non-academic entities. The finding will help AATC to present current technology trends to the technology council as a recommendation for future implementation at PVAMU. What will happen with our findings?
- C. Request review, amendment and final approval of technology policies by AATC and forward reviews to Information Resource Manamger, Information Security Officer, Chief Information Officer, Executive Administration and/or other entities as necessary to ensure consistency among the Colleges What is our goal here or purpose?
- D. Develop a standard operating procedure for technology procurement, Implementation, maintenance and usage.
- E. Conduct a pilot test with critical review for a minimum of one (1) full academic cycle, when possible, of operation before final recommendation of potential implementation. The results of the pilot test will be documented and reviewed by the AATC, with additional review as necessary or required by the Information Resource Manamger, Information Security Officer, Chief Information Officer, Executive Administration, Deans, faculty, staff, students and/or external entities. Any technology needed to be piloted before final implementation. What are we agreeing to pilot?
- F. New technology will also be reviewed by University resources, but not limited to include the following concerns: (a) compliance, (b) internal and external

deployment costs and projected implementation deadlines, (c) simplified, readily available, and cost effective user training and customer satisfaction, (d) vendor maintenance and/or technical service support, (e) financial sustainability for future contractual service and maintenance agreements, (f) expected academic and non-academic outcomes, and (g) consideration for potential upgrades to facilities, IT network/hardware infrastructure, 3<sup>rd</sup> party software implementation and ancillary support costs.

### **Monitor Efficiency and Effectiveness**

This committee acknowledges that advances in Information Technology and a competitive Higher Education marketplace demands Academic Affairs to constantly evaluate the Efficient and Effective use of information technology within the university to produce the optimal educational value for our students. The AATC strives to efficiently leverage the University's investment in Information Technology to produce a maximum Return on Investment for our student body. The AATC seeks to promote effective usage of Information Technology in the University's academic environment to create a positive instructional outcome for our student body.

#### **Survey questions to measure Technology Efficiency and Effectiveness**

- Are the ratio's good or bad, compared to our efforts and circumstances?
- Are our ratios becoming better or worse?
- Is this what we expected?
- If there is no substantial change year to year, is this good or bad?
- Why has there been no change, or improvement, in efficiency?
- How do we compare to other organizations in general, to similar organizations?
- How can we make better use of our resources?
- What can we do to better to leverage our technology, financial and staff resources?
- What changes could we implement to increase their leverage?
- Is our efficiency and effectiveness improving? If not, why not, and what can we do to improve efficiency and effectiveness?
- Why has there been no change or improvement in effectiveness?

**Some common Academic Technology problems, issues or concerns to be included in the survey may be:**

- Problems due to failure to keep up with the technology
  - Problems due to failure to use current technologies
  - Problems experienced in the process of making technology available in class
  - Problems due to technical faults caused by incorrect use of technology
  - Problems due to Internet connection
  - Problems due to the limitations caused by the physical conditions of the classroom and of the school.
  - Problems caused by sub-structure deficiencies
  - Problems caused by ineffective use of technology
  - Keeping up with Technology
  - Professional development activities for effective use of technology
  - Using available technological facilities or materials
  - Making technological facilities ready for use before the lessons
  - Asking students for help regarding the use of technological facilities
  - Training students for effective use of technological facilities
- A. Evaluate current Academic information technology resources to maximize effectiveness and, where possible, increase efficiency including infrastructure requirements, cost-effective integrated technologies, high availability for multiple constituencies, reduction in duplication of effort, ease of usability, and mobile capacity.
  - B. Develop a measurable tool to gather input that supports institutional efficiency and effectiveness with technology. To include all internal stakeholders in decision making processes to enhance communication.
  - C. Develop a comprehensive strategic adoption, implementation, training/professional development plan and support services to increase capacity and optimize the efficiency and effectiveness of academic information technology resources.
  - D. Promote the efficient, effective, and principled stewardship of all academic information technology resources by evaluating the utilization of academic laboratories and technology classrooms (to include occupancy, use of hardware and software, and professional development/training on available technologies).

- E. Develop a standard rubric used in the assessment and review analytical results for use of resources based on pre-established benchmarks.
- F. Review and reassess academic information technology resources on an annual basis and recommend any proposed changes based on future challenges and opportunities.

## **Article II. MEMBERSHIP AND PARTICIPATION**

Composition: The advisory committee shall consist of 23 members (including 2 undergraduates and 1 graduate students). Members will be selected and appointed by the Provost in the spring of each calendar year. One member is appointed through representation on the faculty senate. The member shall take office at the subsequent fall.. Members will constitute a cross-section of the fulltime academic faculty, administrative staff community, and students, with an affinity for technology.

Term: A term of membership shall last for one or two years at the discretion of the Provost at time of appointment. The Provost may extend the length of a member's term at their discretion. Terms shall be renewable at the discretion of the Provost. (No member other than the Chair may serve more than two consecutive two-year terms or three consecutive terms.) It is a contradiction to the provost's appointment?

The term of the Chair shall be coincident with the occupancy of the administrative position unless the Provost and Sr. Vice President for Academic Affairs elects to delegate the authority and responsibility to another academic leader. Chair is the Executive Director for Academic Technology or Provost Appointee, adjustment needed?

Participation: Members are required to attend regularly scheduled meetings and to be actively engaged in the dialogue and business of the council. Action items assigned to a council member are to be handled in a timely and professional manner to the best of the member's ability.

Absenteeism: If a member anticipates being absent, it is his or her responsibility to ensure that any action item they are responsible for is addressed either through documentation or with the help of a fellow committee member for the meeting in which they will be absent. If a member is unable to attend a meeting, it is the member's responsibility to check-in with the organizers and remain abreast of the activities and plans missed.

If a member is demonstrating chronic failure to attend meetings, he or she may be removed from the committee and replaced at the Provost's discretion.

(Chronic failure to attend is defined as missing three consecutive meetings or missing three meetings in a six month time period.)

Membership withdrawal: If a member feels that he or she cannot fulfill the duties of the appointment, he or she must submit a formal withdrawal.

A member who has chosen to withdraw from the committee is encouraged to find his or her replacement for the committee. - Remove

### **Article III. OFFICERS/ TASK FORCES /COMMITTEES**

*Include positives as we look at responsibilities and duties, reorganize?*

*Duties of the officers consist of, but are not limited to:*

#### **Part 1: Duties of the Chair consist of, but are not limited to:**

- Oversee the organization and functioning of the Council.
- Preside over regular and special meetings of the Council.
- Prepare agendas for all Council meetings, with the assistance of the Provost & Senior Vice President for Academic Affairs and the Academic Affairs Technology Council members.
- Ensure that minutes are prepared and distributed following each Council meeting.
- Speak officially for the Council.
- Vote on all matters brought before the Council as a regular member.
- Annually appoint chairs of the standing committees in consultation with the elected officers.
- Recommend annual committee assignments for individual Council members in consultation with the Executive Committee.
- Submit, no later than September, a comprehensive report of Council activities for the past year to the President and the Provost & Senior Vice President for Academic Affairs
- Serve as a member on a standing committee.
- Serve as final editor of all official Council correspondence with assistance from the Vice Chair.
- Monitor "old business" for items that require discussion at subsequent meetings.
- Check all AATC correspondence, for example email, unless designated to another Council member.
- Complete other duties as the Council shall require.

### **Chair Subcommittees**

- The Chair shall annually appoint each member of the committee to one or more subcommittees and shall designate each subcommittee Chair.
- The Chair may recommend creation of additional committees or working groups whenever necessary in order to assist in fulfilling the responsibilities of the AATC. The members will normally be from the membership of the Council but, if necessary to obtain special expertise, non-members of the Council or the campus community may be appointed.

### **Part 2: Duties of the Co-Chair consist of, but are not limited to:**

- In the absence of the Chair, the Vice Chair shall assume the Chair at any scheduled or called meeting of the Council.
- The Vice Chair shall perform other duties that may be assigned by the Chair.
- In the event the Chair is unable to perform, the Vice Chair shall assume all of the duties of the Chair until a successor is selected.
- Advise and counsel the Chair on executive decisions.
- Vote on all matters brought before the Council as a regular member.
- Monitor adherence to and maintenance of the Constitution and Bylaws.
- Serve as a member on a standing committee.
- Assist the Chair with editing all official Council correspondence.
- *Complete other duties as the Council shall require.*

### **Part 3: Duties of the Secretary consist of, but are not limited to:**

- Maintain all minutes, records and resolutions of the Council.
- Receive and file all committee reports.
- Record all votes of the Council.
- Track member attendance and consult with the Chair if a member is close to the absence limit.
- Assure that each member of the Council has a copy of the current Constitution and Bylaws, membership roster, monthly Council agenda, minutes, materials from committees and treasurer, and any other pertinent documents.

- Establish Council meeting schedule, including all necessary arrangements for meeting locations, and distribute to members.
- Maintain the list of potential nominees to fill mid-year vacancies on the Council.
- Manage and maintain the Council email listserv
  - >> [academictechcouncil@pvamu.edu](mailto:academictechcouncil@pvamu.edu) .
- Vote on all matters as a regular member.
- Serve as a member on a standing committee.
- Complete other duties as the Council shall require.

#### **Part 4: Officer Vacancies**

- When a vacancy occurs in the office of Chair, the Vice Chair shall immediately become Chair for the remainder of the Council year (September 1–August 31).
- When a vacancy occurs in the office of Vice Chair and Secretary, the Chair shall immediately appoint an acting officer for the remainder of the Council year (September 1– August 31).
- The acting officer shall become a standing officer upon the majority vote of the Council membership. The regular terms of all officers shall end when their replacements assume office at the beginning of each Council year.

#### **Part 5: Removal of Officers**

- Officers, chairs, or members can be suspended or removed by 2/3 vote of AATC members. Valid causes for removal include:
  - Continued, gross, or willful neglect of duties of the office.
  - Failure or refusal to disclose necessary information on matters of organization business.
  - Misusage of unauthorized expenditures and signing of checks, and/or misuse of organization funds.
  - Misrepresentation of the organization and its officers.
- Examples of conduct that are not valid grounds for removal from office are:
  - Poor performance as an officer due to lack of ability.
  - Negligence that is not gross or willful.
  - A tendency to create friction and disagreement.



- Increase in job responsibilities that temporarily interfere with abilities to perform duties.
- The procedures for suspending or removing members must provide adequate notice to the accused member, a fair hearing, and a reasonable opportunity for the member to present a defense.
- Missing three Council or committee meetings results in automatic removal from the Council (except as noted above).

**Part 6: Duties of the TaskForce Committee consist of, but are not limited to:**

**Standing Committees**

- All appointments are for one year. It is the responsibility of the Chair, in consultation with the Executive Committee, to distribute Council membership evenly amongst the standing committees and/or as committee work load dictates.
- All standing committees must meet on a monthly basis.
- Committees are required to conduct the majority of their meetings in person but may plan up to three committee meetings via online/phone conference call per year.
- It is the responsibility of the committee chair to schedule these meetings and to distribute this schedule to all Council members.
- Anticipated absence from committee meetings must be reported to the committee chair.
- It is the responsibility of the committee chair to submit an agenda to all committee members and/or guests prior to each meeting, to ensure that meeting minutes are taken and a final copy approved by the committee membership and to submit the monthly agenda and committee approved minutes to the secretary prior to the next Council meeting.
- All committees are open to all members. To attend a committee meeting, the Council member who is not a regular member of that committee is required to contact the committee's chair in advance of the scheduled meeting.
- All committees will promote AATC by reaching out to other University groups.
- Foster cooperative and collaborative ideals by reaching out to the entire University community across all campuses (where possible) and with students, faculty, and administration where appropriate.
- *All committees such other duties as the Chair or Council shall request.*

## **Ad Hoc Committees**

- Issues occasionally arise which require the attention of the Council but do not match the focus of any standing committee.
- At these times, the Chair will propose and the Council will vote to establish an ad hoc committee.
- This committee will have a specific purpose and be time-limited.
- Committee membership will be volunteer; members will serve on this committee in addition to their current standing committee.
- There will be as many members as needed.
- This committee will assign itself a chair, and this chair will participate in executive committee planning calls.
- *All committees such other duties as the Chair or Council shall request.*

The Chair shall ensure support personnel to assume duties associated with preparing for meetings; maintaining records; managing correspondence; recording meeting minutes; and ensuring appropriate distribution of materials, files, and documents approved for processing.

## **Article IV. ELECTIONS**

### **A. Election Procedures**

Members of the Academic Affairs Technology Council are selected and appointed by the Provost for a two year term. Officers will be elected by the membership body. The election of officers of the Academic Affairs Technology Council shall take place in the Spring of each calendar year with new officers assuming roles in the subsequent Fall.

Nominations for the offices of Vice-Chair and Secretary will take place during the April meeting and will be conducted by the Nominating Committee. Self-nominations will be accepted. The slate of nominees will be sent to the membership body prior to the election.

The election of officers will take place during the May meeting. Quorum must be met to hold the election. A paper election ballot will be presented to the body. There will be an opportunity for write-in candidates on the ballot. The nominating committee will tally votes and announce new officers at the end of the May meeting.

During the month of July there will be a transition meeting between departing and incoming officers.

### **B. Terms of Office**

Each officer will serve a one year term, renewable for a second term.

The term of office of the Chair shall be commensurate with occupancy of the administrative position unless the Provost and Sr. Vice President for Academic Affairs elects to delegate the authority and responsibility to another academic leader.

A person other than the Chair may serve no more than two consecutive one-year terms. In case of change in status, no individual other than the Chair may serve more than four consecutive academic years.

## **Article V. MEETINGS**

### **A. Quorum Requirement**

For both regular and special meetings, with the exception of that part of a meeting called to amend or adopt by-laws, a quorum shall be a simple majority of the voting members of the Academic Affairs Technology Council. For the part of a meeting that addresses the by-laws of the body, a quorum shall be a simple majority (50% plus 1) of the voting members of the Academic Affairs Technology Council. In the absence of a majority, those present may receive reports, may discuss matters, may move to adjournment, and may recommend to the Provost and the Chair a date and time for an additional meeting. No votes shall be cast and no other business requiring AATC action shall be transacted.

### **B. Regular Meetings Schedule**

Meetings will be held on the second Thursday of every month. Meetings will run from 2:00-3:30 pm.

Meetings during the summer session shall be conducted as necessary. Ad hoc Committees may continue to meet as necessary during the summer. Normally, regular meetings will be held in the Academic Affairs Conference Room. The Chair shall issue the call for each meeting. Either the Provost or the Chair may issue a call for a special meeting.

### **C. Agenda Pre-Approval Meetings**

All substantive requests shall be submitted no less than 30 days prior to the scheduled regular Academic Affairs Technology Council (AATC) meeting. All non-substantive requests shall be submitted no less than 10 days prior to a scheduled regular meeting. The dean or his or her designee shall schedule an appointment with the AATC chair to review proposed changes. Generally, packages should be organized as outlined in Attachment 1. The major purpose of the agenda pre-approval conference is to: (a) clarify the intent of the unit presenting the proposed change; (b) determine if the package is complete and all required documents are included; and (c) provide the presenters time to make any adjustments before the request packages are distributed

to members of the Academic Affairs Technology Council (AATC). In the event the Chair is not available, the Provost shall be contacted to schedule and conduct the agenda pre-approval meeting.

#### **Article VI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the deliberations and actions of the Academic Affairs Technology Council and its officers and committee in all cases to which they are applicable and in which they are consistent with these by-laws or with any special rules of order of the Council. An additional to Robert's Rules of Order, a decision may be voted in by using "Simple Majority" (Example, 50% of committee members in attendance may move forward with a decision). The President or the Provost and Sr. Vice President for Academic Affairs may offer the amendments to these bylaws when, in their judgment, the best interests of the University and its programs will be served.

#### **Article VII. OFFICIAL ACTION**

A. The minutes of the Academic Affairs Technology Council meetings shall be recorded, distributed for review, approved by the membership, and made available for inspection and reference.

B. Official public announcements of the Academic Affairs Technology Council shall be made by the Executive Director for Academic Technology, the Provost and Sr. Vice President for Academic Affairs or the President.

#### **Article IX. ENACTMENT OF THESE BYLAWS**

**A. Procedure.** These bylaws shall go into effect immediately upon approval by the Academic Affairs Technology Council, the Provost and Sr. Vice President for Academic Affairs.

**B. Effect on Existing Legislation.** No statement in these bylaws shall be interpreted to modify or nullify existing actions of the Academic Affairs Technology Council or other entities of the University except as they may be consistent with these bylaws or amendments.

#### **Article X. AMENDING OF BYLAWS**

A. Procedure. These bylaws can be amended at any regular meeting called in whole or in part for such purpose, by simple majority vote of those present and voting, provided that the amendment has been submitted in writing at the previous meeting or submitted in writing to the membership at least ten days prior to the day of the next meeting. Do we then need quorum

- B. Effective Dates. Upon approval by the Provost and Sr. Vice President for Academic Affairs, an amendment of these bylaws shall go into effect as soon as specified in the legislation authorizing such amendment.
- C. Distribution. The secretary shall distribute copies of an approved amendment to the Provost and Sr. Vice President for Academic Affairs, the Executive Director for Academic Technology and the members of the Academic Affairs Technology Council not later than with the call for the next meeting following its approval. At least one correct copy of these bylaws, as amended, shall be available for public inspection in the files of the Academic Affairs Technology Council, the Office for Academic Affairs.

Documented edited: December 7, 2016  
Demitris Cambric