

Technology Committee Charges 2007 – 2008

Standing Charges

1. Elect a chair and secretary, or rotate the secretarial duties if desired. Email these selections to the Senior Dean of Academic Affairs (wexler@atlantic.edu), Dean of Instruction (mcarthur@atlantic.edu) and the Chair of the FAEC (sdephili@atlantic.edu).
2. Review these charges to be sure that (1) the recommended charges of the previous year were addressed, (2) minutes of all meetings conducted in the previous year were submitted online to <http://venus.atlantic.edu/facultyassembly/minutes/upload> (username - *****; password – *****), (3) all normal standing charges are included, (4) the charges listed are correct, still valid and properly placed, (5) charges that were completed aren't repeated and (6) the charges are clear. Email corrections and changes to the Secretary of the FAEC, Myra Caplan (mcaplan@atlantic.edu).
3. Minutes of the committee meetings should be submitted to the Senior Dean of Academic Affairs and the Dean of Instruction. An additional copy of all committee meeting minutes shall be submitted to the Chair of the FAEC electronically via <http://venus.atlantic.edu/facultyassembly/minutes/upload> (username - *****; password – *****) under the appropriate committee category. A progress report is due by December 15. A year-end report is due by the end of May.
4. Minutes of all meetings and a description of your activities should be posted on ACCC's website, along with a list of members.
5. Submit recommendations for next year's charges to the Senior Dean of Academic Affairs, Dean of Instruction and the Chair of the FAEC.

Additional Charges

6. Run workshops for new faculty that would be open to all faculty, to explain the use of:
 - a. SIS
 - b. Electronic grade entry
 - c. Using Excel for grade books
 - d. Using technology in the classroom
 - e. Using the new technology in the Cape May Classrooms
 - f. Video Server
7. Promote these workshops via global email, IRC calendar, etc.
8. Sponsor several brown bag presentations throughout the year. Involve the instructional technology area.
9. Monitor and survey the effectiveness of the modes of technology that can be used to facilitate meetings and classes that involve faculty from all three teaching sites (Cape May, Atlantic City, Mays Landing).

10. Recommend a practice for effective strategic planning of needed technology resources.
11. Hold workshops for faculty on “*How to Utilize the ACCC’s Best Practices Guidelines for Online Faculty as a method of Self Assessment.*”
12. Implement and distribute the “Innovative Technology” RFPs. By the end of May, submit recommendations to the Senior Dean and Dean of Instruction for the disposition of proposals received. Sponsor a Faculty Forum for grant recipients to make presentations on their projects.
13. Establish communication protocols with the new TAC (Technology Advisory Committee) so that the concerns and priorities of the Faculty Technology Committee can be considered in the development of an institutional technology plan.
14. Review Faculty Assembly bylaws, particularly regarding the existence and function of your committee, and submit recommendations for revision to the FAEC Chair electronically (sdephili@atlantic.edu) by **October 26, 2007**.