Delgado
COMMUNITY COLLEGE

POLICY & PROCEDURES MEMORANDUM

TITLE:	**CHARTER: COMMITTEE ON INSTRUCTIONAL TECHNOLOGY**
EFFECTIVE DATE:	**March 4, 2008**
CANCELLATION:	AA-1631.1B (2/15/05) AA-1631.2 (5/2/07)
OFFICE:	Academic Affairs (AA)

CHARTER

FUNCTION

The Committee on Instructional Technology promotes and oversees the development and evaluation of technology in teaching and learning.

Specifically, the Committee:

- recommends faculty and staff development activities in instructional technology;

- recommends policies and procedures regarding student, faculty, and staff access to technology for research, communication, and teaching/learning purposes;

- develops and periodically reviews student evaluation of instructional technology and distance learning;

- explores and recommends new technology particularly to enhance and develop new forms of distance education; and

- collaborates with appropriate college units to recommend policies and procedures for the monitoring and review of distance education courses and programs to ensure compliance with regional and/or state accrediting/ governing agencies' standards.

MEMBERSHIP

Based upon the recommendations of the E-Learning Coordinator and the Dean of Distance Learning and Instructional Technology, the Vice Chancellor for Learning and Student Development will appoint members from a pool of those who express a commitment to and an interest in instructional technology, ensuring faculty and staff representation from each campus and academic area.   Based upon the recommendations of the Committee Chair, the Vice Chancellor for Learning and Student Development may select Student Government Association(s) members willing to serve. The Vice Chancellor for Learning and Student Development, Assistant Vice Chancellor/Chief Information Officer, and Campus Provosts will serve as ex-officio members.

TERMS OF OFFICE

Each member will serve for three consecutive years; appointments will be staggered.

The Committee Chair is a faculty member appointed by the Vice Chancellor for Learning and Student Development.

MEETINGS

The Vice Chancellor for Learning and Student Development directs the Chair to call the initial meeting within one month of appointment of the new Committee. Subsequent meetings are called by the Chair as required to accomplish the responsibilities of the Committee.

REPORTS

The Chair of the Committee will prepare and submit the required reports, as published in the yearly *Operational Guidelines,* documenting the activities of the committee, with copies to the committee members.

CANCELLATION

This policy and procedures memorandum cancels AA-1631.1B, *Charter: Committee on Academic Computing,* dated February 15, 2005, and AA-1631.2, *Charter: Committee on Distance Learning,* dated May 2, 2007.

SIGNATURE

Alex Johnson
Chancellor

Review Process:
     Distance Learning Committee and Academic Computing Committee 10/25/07, 10/30/07
     Assistant Vice Chancellor/ Chief Information Officer 1/17/08
     Vice Chancellor for Business and Administrative Affairs 1/17/08
     Academic Affairs Council 1/24/08
     College Council   3/4/08

Distribution:
     Distributed Electronically Via the College's Email System and Website

Attachments:

     Committee Standard Forms:

     Committee Initial Report (Form A)

     Committee Recommendation Form (Form B)

     Committee Attendance Report (Form C)

     Committee Final Report (Form D)