Technology Planning Committee Bylaws

Article I. Name
The organization functioning under these Bylaws is officially named the Technology Planning Committee of the Shasta-Tehama-Trinity Joint Community College District, hereinafter referred to as the Technology Committee, or simply, the Committee.

Article II. Purpose
- To recommend educational technologies to support and improve the teaching and learning environment at Shasta College.

Article III. Objectives
- To support open, affordable access to quality instruction and services that meet the educational and cultural needs of our students and our community.
- To ensure students are empowered to attain the highest standards of academic achievement through exposure to the latest technology.
- To provide a modernized technological infrastructure that is robust, reliable, available and scalable.
- To provide a modernized information technology architecture that strengthens business information, improves departmental workflows, processes, productivity and efficiency across the institution.

Article IV. Responsibilities
- Assist the college in developing a comprehensive technology plan.
- To act as a repository and communication point for technology related initiatives and information.
- To review, advise, analyze and report on suggested District technology initiatives.
- The Committee will develop, review and recommend the overall direction of educational technologies including but not limited to: the technology refresh policy, supported software; student, staff and faculty training and services.
- Report out to other committees and areas the Committee represents on the Committee's current focus and work being completed.
- Report feedback to the Committee from other areas Committee members represent.
- To annually review the technology planning process and make improvements.

Article V. Representation
Section 1. Reporting
-Reports all recommendations to Academic Senate, Cabinet, CSEA, Instructional Council, Student Services Council, Information Services and Technology Department.

Section 2. Structure
-One standing committee supported by the work product of ad hoc committees.

Section 3. Representation
Committee representation will be comprised of membership from each of the following areas:
1. Academic Senate
2. Administrative Services
3. Classified Professionals
4. Instructional Council
5. Student Services Council
6. Technology

Article VI. Committee Structure
Section 1. Committee membership will consist of
- Chair – Associate Vice President of Information Services and Technology Support
- Co-Chair – Elected by committee

- Two (2) Faculty Members-
- Two (2) Classified Members-
- Two (2) Administrative Members- appointed by Area VPs
- One (1) Student Member

- The general makeup of the committee must represent each of the six identified areas, appointments made by appropriate authority. Individuals may represent more than one area.
- Communications and support – Committee Secretary

Section 2. Term of Membership
· One academic year, July 1 through June 30. Reappointment may occur upon consent of the appropriate authority. Members wishing to resign their membership may do so with a written statement to the Committee. Members who fail to attend meetings or respond may be removed and their seat replaced with at least two written notifications to the member.

Article VII. Conduct of Business
Section 1. Selection of Members
-The Committee will annually confirm its membership for the following year no later than June 30th.

-The Committee will confirm replacement members within one month of member resignation or other termination of membership.

-The Committee will make public its current list of members in the minutes of the meeting in which the makeup of the Committee is changed.

Section 2. Meetings
-Regular committee meetings will be held quarterly
-Additional committee meetings will be scheduled on an as needed basis
-Regular and mid-month meeting dates and times will be arranged at the beginning of each semester
-A special meeting must be called by the Chair on the petition of any three (3) members of the Committee.
-A quorum shall exist when at least 50% of the committee members are present
-Floor procedures will follow the Sturgis Standard Code of Parliamentary Procedure as authoritative for all questions of parliamentary procedure.
-Each member shall have one (1) vote-Mechanism for entering closed session: the Committee reserves the right to enter closed session status when reviewing any information which meets the criteria set forth by the Shasta College Board Policy 2315 or when information related to network and/or data security measures are to be discussed.

Section 3. Minutes
-The Committee Secretary will record the minutes.
-Minutes will be distributed to the team members prior to the next meeting.
-Minutes will be posted and made available via the web.

Section 4. Officers
- The Co-Chair will be selected by majority vote of the Committee.
-The Committee Secretary will be assigned by the Associate Vice President of Information Services and Technology Support.

Section 5. Amending the Bylaws
-Amending these bylaws requires a two-thirds vote of Committee members present at any regularly scheduled Committee meeting at which there is a quorum and the subsequent approval of the Vice President of Administrative Services.

Approved – 9/10/14
Revised—12/1/2022
Adopted by Committee- 12/6/2022