ACADEMIC TECHNOLOGY COMMITTEE BYLAWS
APPROVED BY ATC: 10/14/2026.

ARTICLE I: NAME

The name of this committee shall be the Academic Technology Committee.

ARTICLE II: PURPOSE[1]

A. The purpose of this committee is: To advise jointly the Academic Senate and the Technology Planning Council on matters involving the use of Academic Technology
   1. *Academic Technology* refers to institutionally supported digital tools and systems that directly support instruction, student learning, curriculum delivery, or academic support services. Examples include the learning management system, instructional software, classroom instructional technologies, academic assessment tools, and emerging instructional technologies such as artificial intelligence. Enterprise administrative systems, general IT infrastructure, and operational technologies are outside the scope of this committee unless they have institution-wide instructional impact.
   2. The Academic Technology Committee is a sub-committee and advisory body to the Academic Senate. Its role is to provide faculty-informed analysis of instructional implications associated with academic technology. The committee does not establish policy, exercise operational authority, approve purchases, or act independently of the Academic Senate. All recommendations are subject to Senate deliberation and action in accordance with Title 5 and the 10+1.

ARTICLE III: MEMBERSHIP

A. Seated Members:
   1. Two (2) Faculty Members representing wach of the five (5) Communities of Interest (COIs) for the total of ten (10) COI-based representatives.
   2. One (1) Student Development Faculty Member
   3. One (1) Distance Education and Accessible Learning Resources (DEALR) Coordinator.
B. Advisory Members: additional non-voting members or guests may be invited to participate at the discretion of the Chair, including:
   1. At least one (1) Instructional Technology Specialist
   2. Two (2) members of the IT Managerial Staff
   3. One (1) Student Senate Representative
   4. One (1) Dean of Instruction assigned to the Academic Technology Services
C. Terms of Membership: All seated members are selected by the Academic Senate. The Distance Education and Accessibility Learning Resource Coordinator and the Dean of Instruction assigned to the Academic Technology Services serve the duration of their positions.
D. Member Responsibilities - The committee will:
   1. Advise the Academic Senate on academic and professional matters related to instructional uses of academic technology.

[1]ChatGPT was used to draft Article 2 with significant revisions from the members of the committee.

2. Provide analysis to the Academic Senate regarding established and emerging technology for academic technology initiatives with potential substantial instructional impact.
3. Provide consultation to the Technology Planning Council on initiatives with substantial instructional implications.
4. Recommend, for Senate consideration, priorities for faculty professional development related to academic technology.
5. Be an advisory body for faculty input on the configuration of the LMS and associated integrations (LTI's).

E. Administrative support: appointed by Dean of Instruction

ARTICLE IV: BROWN ACT COMPLIANCE AND PARLIAMENTARY AUTHORITY

A. All meetings of the Academic Technology Committee shall be open to the public, in compliance with the Ralph M. Brown Act, California Government Code §§ 54950-54963.
B. All meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised, 12th ed.* as modified by the Brown Act.
C. Agendas and Minutes for all regular meetings shall be posted at Academic Technology Committee website at least 72 hours in advance of the meeting date and time, as noticed on the published agenda. Special meeting agendas shall be posted at least 24 hours in advance. Time shall be set aside on each agenda to provide an opportunity for the public to address this committee on any item of interest to the public. Time limits for public participation shall be stipulated on the agenda.
D. Decisions will be reached by majority vote of members present and choosing to exercise their right to vote on motions that receive a second. [Note: certain types of motions may require a supermajority, as described in *Robert's Rules of Order Newly Revised, 12th ed*.]

ARTICLE V: MEETINGS

A. Regular Meetings: Second and Fourth Wednesday of each month during the academic Fall and Spring Calendar from 3:30PM to 5:00PM
B. Special Meetings: Special meetings will be requested by the Chair and will be held as needed, and only for specified action items.
C. Quorum: A majority of seated members

ARTICLE VI: OFFICERS AND THEIR DUTIES

A. Chair: Seated member, voted into position by majority of seated members
    1. Sets the agenda and presides over meetings; and
    2. Serves as the liaison to the Academic Senate; and
    3. Serves as an Advisory Member to the Technology Planning Committee.
B. Vice Chair: Seated member, voted into position by majority of seated members.
    1. Assumes all Chair responsibilities in the absence of the Chair
    2. Will shadow the Chair in their duties with the expectation of succession as Chair when their term is through.
C. Minute Recorder: Seated members volunteer per meeting or appointed by Chair.
    1. Take notes of the meeting minutes and provide to the Chair for publishing.

ARTICLE VII: AMENDMENTS

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Proposed amendments to these bylaws must be approved by a two-thirds majority vote of seated members and ratified by the Academic Senate to take effect.

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Created 4/23/2026