

## **BYLAWS OF ACADEMIC TECHNOLOGY COMMITTEE BUTTE COLLEGE**

1. **PURPOSE.** The purpose of the Academic Technology Committee is to advise jointly the Academic Senate and the Technology Council on any matters involving the use of technology to aid in the delivery of instruction and student learning. Its role is advisory; the committee does not supersede the leadership role of the Academic Senate in academic and curricular matters that involve technology.

2. **MEMBERSHIP.** The Academic Technology Committee consists of a total of 11 voting members. All members of the committee must be faculty other than one administrative dean.

The following must be represented among the membership.

- Three faculty members representing transfer and general education (TGE).
- Three faculty members representing career and technical programs (CTE).
- One Student Development faculty member.
- Two faculty members at large.
- At least one of the faculty members must be an associate faculty member.
- Distance Education Coordinator
- Dean of Instruction / Distance Education

The following *ex-officio* positions are recommended to be present to provide input to committee meeting but are non-voting:

- Technology Mediated Instruction Representative(s)
- Chief Technology Officer (CTO)
- IT Manager
- Associated Students Representative

3. **TERMINOLOGY.** Members of the committee other than the Distance Education Coordinator and the Dean of Instruction/Distance Education are hereinafter referred to as *general* members.

4. **SELECTION OF MEMBERS.** General faculty members shall be appointed by the Academic Senate in accordance with its bylaws.

5. **TERMS OF SERVICE.** All general members serve three-year terms on the committee. The Distance Education Coordinator and the Dean of Instruction/Distance Education serve for the duration of their positions. A general member may serve two consecutive terms totaling six years; the member must then remain off the committee for one year unless the individual becomes the Distance Education Coordinator, or designated administrator during that time. After the one-year sabbatical, a former member could again serve subject to the same two-term limit.

6. **ASSOCIATE MEMBERSHIP.** The associate instructor selected by the Senate for the purpose of representing the perspective of associate faculty on technology issues will receive pay at the meeting rate paid from the Dean's budget (independent of Senate funding) on the month the meeting was held. A meeting form must be filled out by the Associate Faculty, forwarded to the Dean's Secretary who will route for signature from the Dean and the ATC Chair and then to payroll. The Senate may select other general members who are associate faculty, but such additional associate instructors would not receive meeting pay unless an additional stipend becomes available. If the associate instructor with greater seniority on the committee who is designated for the stipend decides to step down or misses more than two consecutive or three regularly scheduled meetings during a given semester, upon confirmation of the unavailability of the senior associate faculty the stipend will barring unforeseen circumstances transfer to the associate faculty with the next greatest seniority on the committee.

7. **CYCLE OF SERVICE.** Two of the faculty members will conclude their terms at the end of each academic year.

8. **CHAIR.** The committee shall be chaired by the general faculty member elected by faculty members of the committee. Chair terms should be no shorter than 1 year but no longer than 3 years.

9. **ACADEMIC SENATE REPRESENTATION.** The Chair will report recommendations and activities to the Academic Senate President on a regular basis.

10. **TECHNOLOGY COUNCIL REPRESENTATION.** The Academic Technology Committee is represented on the Technology Council by four individuals: the chair, Dean of Instruction/Distance Education, the Distance Education Coordinator, and a general member elected by faculty members of the committee. The general member will serve for a one-year term and may be reelected to consecutive terms. These representatives will report advisory votes of the committee and communicate Council discussions and decisions back to the committee.