IMPERIAL VALLEY COLLEGE
Standing Rules of the Technology Planning Committee

PURPOSE:
The purpose of the Technology Planning Committee is to coordinate campus technology activities, address technology needs and issues, and take action upon recommendations from feeder subcommittees. The Technology Planning Committee has four broad categories of responsibilities:

- Campus technology policy and procedure planning
- Instructional technology
- Administrative computer system (i.e. SCT Banner)
- System architecture and network services

MEETINGS:
The Committee will meet the 2nd Thursday of each month during the school year. At its first meeting of each academic year the Technology Planning Committee will set a time and place to meet agreeable to its members. A schedule of the meetings will be provided on the website.

AGENDA:
1. The Technology Planning Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Co-Chair of the Technology Planning Committee and distributed to the Committee members 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

MEMBER STRUCTURE:
1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The voting members of the Technology Planning Committee are:
   - 2 faculty members appointed by the Academic Senate and 1 alternate.
   - 2 classified members appointed by CSEA and 1 alternate.
   - 2 administrative members appointed by the Administrative Council and 1 alternate.
   - 1 member of the Classified Management and 1 alternate
   - 1 member of the Classified Confidential and 1 alternate
   - 2 students appointed by the ASG and 1 alternate.
Non-voting members include:
   - The Student Services, Technology & Research Technician will be the recording secretary.
3. A Chair and Co-Chair will be elected, from within the voting membership, by the members of the Technology Planning Committee.
4. The Technology Planning Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

TERMS OF OFFICE:
1. Other than the chair, terms for faculty, classified, classified managers/confidential, and administrators shall be for 2 years.
2. In order to stagger replacement members versus a new slate every 2 years, the initial appointment terms shall be as follows: 1 faculty member will serve a 2 year term and the other faculty member for 3 years; 1 CSEA member will serve a 3 year term and the other will serve for 2 years; the
classified manager will serve for 3 years; the classified confidential member will serve for 2 years. Following this initial period, terms will remain at 2 years.

3. Terms for student representatives shall be for 1 year.

4. The Chair of the Technology Planning Committee, is also a voting member (for purposes of tie breaking, etc. as outlined in Robert’s Rules of Order).

5. The Co-Chair of the Technology Planning Committee shall be elected for a two-year term by the committee and be a voting member. In the absence of the Chair, the Co-Chair will conduct meetings of the Technology Planning Committee.

6. Should an individual who is finishing his/her term be elected as Co-Chair he/she shall serve the two years of the term of office.

OPERATIONS:

1. A quorum must be present to hold a meeting. For this Committee a quorum is 5 members, and must include the Chair (or Co-Chair if the Chair is absent) and recording secretary.

2. Constituent groups may designate an alternate who may serve during a Technology Planning Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Technology Planning Committee in advance for the duration of the school year.

3. Robert’s Rules of Order will be used to conduct meetings.

4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert’s Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

PROCEDURES:

Since the Board of Trustees has established the Technology Planning Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The Technology Planning Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.

2. Copies of the minutes will be posted on the College website.

3. The actions and recommendations of the Technology Planning Committee will be reported to and from College Council, Academic Senate and the Educational Master Planning Committee (depending on the subject matter).

4. The Technology Planning Committee will serve as a centralized forum to share information and discuss activities, projects, programs, and plans that have been developed, or are being developed, within its purview, and reserve the right to express its views and opinions to the Superintendent/President on any of the above.