Educational Technology Committee (ETC)

A Subcommittee of the Academic Senate

1. Purpose
	1. Develop and make recommendations concerning the management and support for the District’s learning management system (LMS).
	2. Serve as a voice and advocate for the appropriate application of technologies to the teaching and learning process.
	3. Facilitate District-wide communication on instructional technology issues, including compliance with Section 508 of the Rehabilitation Act of 1973 and U.S. Copyright laws.
	4. Develop and make recommendations for the specifications and uses of classroom technologies.
	5. Develop and make recommendations concerning professional development activities related to the District’s (LMS) and other learning technologies.
2. Membership: Faculty appointed by Academic Senate, Classified Employees appointed by CSEA, Administrative Employees appointed by Senior Management. The co-chairs do not have a vote.
3. Meetings
	1. Frequency: Monthly
	2. Quorum: A quorum is four members
4. Developing and Publishing the Agenda
	* 1. Any member may add an item to the agenda by sharing it by email with one or both of the co-chairs at least one week prior to the next meeting
		2. The deadline for adding action items to the agenda is one week prior to the meeting so the agenda can be circulated by email at least 72 hours before the next meeting.
	1. One or the other of the co-chairs or their designee will preside over meetings.
	2. A draft of the meeting summary will be sent with next month’s meeting agenda for voting at next meeting and then publicly posted upon approval.
	3. Any recommendations ETC approves will be moved to the Academic Senate for approval.
5. Reporting to Academic Senate – ETC shall report to the Academic Senate at least three times each year per Academic Senate guidelines.
6. Modification of By-Laws
	1. Must be listed as an action item on the agenda
	2. Must be approved by two-thirds vote