Norco College Technology Committee
Role & Responsibilities

Technology Committee Statement of Purpose

The Norco College Technology Committee provides recommendations for the strategic direction, implementation and sustainability of technology resources throughout the college used to support student learning programs and services and improve institutional effectiveness consistent with the college's mission.

Role of Member

- x Reviews all relevant material prior to the committee meetings or through email correspondence. Contributes to the discussions concerning the committee's issues.
- x Attends all meetings of the committee and subcommittees
- x Participates in carrying out the goals and objectives in the Technology Strategic Plan
- x Promotes awareness of the Technology Strategic Plan
- x Actively participates in the work of the committee

Meetings

It is important for each committee member to attend all meetings.

There are four Technology Committee meetings each semester. Please place these on your calendar and commit to attending. Please arrive on time and prepared for the meeting.

Technology Sub-Committee meetings may be scheduled by a sub-committee to discuss and develop action plans for its goals and objectives.

Membership

The membership of the Technology Committee is voted and approved by the Technology Committee. Appointments of the membership shall be made by the Academic Senate for faculty appointments, California School Employees Association (CSEA) for staff appointments, college administration for management appointments, and Associated Students of Norco College (ASNC) for student appointments.

Composition

The membership of the Technology Committee shall consist of seven faculty members, seven classified staff members, two students, and two administrators as approved by the Committee. Vacant positions can be filled at any time upon approval by the majority of the Committee. Changes in composition must be in equal ratio (staff/faculty and student/administrator) and approved by the two-thirds majority of the Committee.

Co-Chairs

The Technology Committee has a classified staff chair appointed by CSEA and an administrative co-chair (non-voting unless to break a tie) appointed by President's Cabinet. The Committee at any time may opt to have a faculty co-chair appointed by the Academic Senate to serve as well. The co-chairs must be members of the Technology Committee in order to serve.

Terms

Members shall serve a term of three years. Terms shall commence at the beginning of fall semester and conclude at the end of spring semester. Members that are appointed mid-year are still eligible to a term of three full years concluding at the end of spring semester to avoid changes mid-year. Members may be re-appointed.

Proxy

If a member cannot attend the meetings for a semester, he or she may designate an alternate (proxy) who will have full voting rights and privileges on behalf of the committee member.

The committee member shall inform the co-chairs in writing seven days in advance of the meeting of the selection of an alternate or proxy. Only committee members or approved alternates (proxy) may vote on matters brought before the committee.

Absences

Attendance at the Technology Committee meetings is part of each member's duties. Members who miss three regular meetings of the Technology Committee within a semester forfeit their Technology Committee membership. If there are extenuating circumstances, please contact the committee co chairs in writing via email. The co-chairs will report to the Committee for its recommendation.

Resignations

Any person desiring to resign from the Technology Committee shall submit his resignation in writing to the Co