

Charge and Membership

Name of Committee or Task Force	Information Technology Advisory Committee (ITAC)
Purpose	The Information Technology Advisory Committee is a participatory governance body that acts as the central coordinating body to assist IITS in the efficient and effective development, implementation, and support of technology systems to enhance instructional delivery, student learning, and all associated district/college support systems enabling departments and programs to perform their missions and achieve their strategic objectives.
Function	<ul style="list-style-type: none"> • Facilitate regular, ongoing conversations about information and technology issues among different campus constituencies and report any feedback to the committee to improve processes and practices • Support a transparent planning process that facilitates the utilization of new technologies • Provide guidance and advice in the writing of the Technology Plan • Review and provide input to hardware & software computing standards for classrooms, labs, and employees • Communicate specific, pertinent information to campus constituencies via committee members • Recommend improvements to any processes involving registration and student records PeopleSoft processes • Assist IITS in the efficient and effective development, implementation, and support of technology systems in order to enhance the overall classroom experience <ul style="list-style-type: none"> ○ Provide input and recommendations on procedures and standards for educational technology in classrooms, labs, and learning environments. ○ Provide input and recommendations to support and enhance faculty training and development programs. ○ Provide guidance and direction in developing, enhancing, and supporting the college’s Learning Management System. ○ Provide input to develop and evaluate educational technology resources for faculty. • Assist IITS and the college to meet the ACCJC Accreditation standard C3, Technology Standards <ul style="list-style-type: none"> ○ Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution’s management and operational functions, academic programs, teaching and learning, and support services. ○ The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services. ○ The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. ○ The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

	<ul style="list-style-type: none"> ○ The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes.
Annual Timeline of Outputs	Information Technology Plan every 3 years
Reporting	Reports to College Planning Council
Membership	<ul style="list-style-type: none"> ○ Co-Chair (Faculty): Appointed by Academic Senate ○ Co-Chair (Administrator): Chief Information Systems Officer ○ Full-time Faculty: Appointed by Academic Senate (Both campuses should be represented between the two AS appointments) (5) ○ Adjunct Faculty: Appointed by CHI (1) ○ Classified: Appointed by AFT (1) ○ Classified: Appointed by Classified Senate (1) ○ Student: Appointed by ASB (1) ○ Student: Student Technology Help Desk (1) ○ Academic Dean (1) ○ Non-academic Administrator (1) ○ Student Services Designee (1) <p>Resources:</p> <ul style="list-style-type: none"> ○ Director, Applications Development & Support ○ Deputy Director, Network Services ○ Associate Dean, Online Learning and Educational Technologies ○ Deputy Director, Information Security
Meeting Frequency and Schedule	<p>September : Last Friday of the month October: Last Friday of the month December: First Friday of the month February: Last Friday of the month March: Last Friday of the month April: Last Friday of the month</p> <p>Meetings from 10:00 – 11:30 am</p>
Other	