

## Educational Technologies Advisory Committee (ETAC)

### Sponsors

Dr. Melanie Stein, Interim Provost

David Weil, Chief Information Officer

### Responsibilities & Functions

This is a standing committee co-chaired by the Director, Center for Instructional Design & Educational Technology and one faculty member. The committee is an advisory group to the Provost, CIO, and leadership team of the Division of Information Technology & Analytics

ETAC will articulate and advance faculty priorities as they relate to teaching, learning, and research as it applies to the use of educational technology applications.

At the request of IT and/or Provost Office, the Educational Technologies Advisory Committee (ETAC) shall be responsible for:

1. Provide a review and recommendation for certain strategic applications to support teaching and learning. Examples may include requests for educational technology software acquisitions that fall into one or more of the following
  - a. Cost more than (\$5,000),
  - b. Enterprise-level (or equivalent) LTI integration with the LMS,
  - c. Technology needs outside of Single Sign On (SSO),
  - d. Require significant resources to implement or support,
  - e. Collects or processes personal identifiable information and/or data.
2. Members of the committee may be asked to facilitate and/or participate in portions of the implementation of new educational technologies including defining goals, processes as it relates to the implementation and adoption, milestones, and monitoring the completion of such;
3. Members of the committee may be asked to facilitate and/or participate in a periodic review of current IC supported educational technology applications used across the institution, and recommending the continuation, consolidation, or discontinuation of the use of each one.

The committee may establish sub-groups (some standing) to review and advise on topic areas on an ongoing basis. Examples of possible sub-groups:

- Learning Management System (Canvas)
- Educational technology software applications that meet the requirements listed above
- Classroom technology and redesign
- Data privacy as it relates to teaching and learning
- Additional sub-groups as needed

### Membership

- Director, Center for Instructional Design & Educational Technology (co-chair)

- Faculty representatives from each of the 5 schools (one member each from School of Music, Theater & Dance, Park School of Communications, School of Business, and School of Health Sciences & Human Performance; two members from School of Humanities & Sciences)
- One faculty committee member selected as co-chair
- Faculty governance representative
- Two student representatives as determined through Student Governance Council processes
- One Associate Dean
- One Associate Provost
- Director, Center for Faculty Excellence, or designated staff member
- Director, Student Accessibility Services, or designated staff member
- Ithaca College Librarian, or designated staff member
- Director, Office of Extended Studies

### ETAC Administration

1. Appointments to ETAC – staff membership is by position title. Changes to the composition of the advisory committee will be recommended by the advisory co-chairs in consultation with the IT Senior Leadership Team and Provost Office and approved by the CIO and Provost.
2. Faculty Appointments to ETAC – Requests will be made by the co-chairs to the Dean of each school to appoint a faculty representative(s) following their school’s process for faculty committee appointments to college-wide committees. Faculty are appointed to a 2-year term. There is no limit on the number of terms a faculty member may serve.
3. Faculty Co-Chair – Open to any faculty member serving on the advisory committee. If more than one faculty member is interested, they will be selected through a majority vote of the faculty members of the committee. The co-chair will serve in the role for a minimum of a 1-year term. There is no limit on the number of terms a co-chair may serve. The advisory co-chairs will meet twice monthly, once prior to and once after the full committee meeting, to set the agenda and ensure any action items are followed up on in a timely manner.
4. Communications – The advisory co-chairs (or their designate) are responsible for communicating the work and recommendations of the committee to the CIO, IT Senior Leadership Team, and Provost, and to the Ithaca College community on an as needed basis.
5. Meetings – ETAC will normally meet monthly during the academic semester and more frequently as needed. Meetings may also occur during the summer months, if necessary. Meetings will be delivered in a hybrid format to allow individuals to attend should they not be able to or normally access campus. Meetings will be recorded and saved to the advisory committee Teams site. All meeting agendas and minutes will also be maintained there.
6. Advisors and Consultants - Input from a requestor, other members of the campus community, and external consultants may be consulted as necessary during the advisory committee’s deliberations. Individuals who meet with the committee in this capacity may include technology consultants, subject matter experts related to software and hardware purchases, students, additional faculty, or designers and planners appropriate for providing topical information to the committee.
7. The IT Business Manager & Assistant to the CIO and/or the IT Business & Contracts Specialist will provide administrative support to the advisory committee on an as needed basis. An IT Project Manager may be consulted or included in new software implementations on an as needed basis.