

**Atlantic Cape Community College
Technology Committee Charges
2022-2023**

Standing Charges

1. Elect a Secretary who will record minutes and maintain the Committee's website. Email this selection to the FAEC Chairperson(s) and Secretary(ies) after the September meeting.
2. Review these charges to be sure that the charges are clear.
3. Minutes of the committee meetings should be submitted to Vice President of Academic Affairs, the Chair(s) of the FAEC, Director of Academic Program Effectiveness, and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be [submitted](#) electronically under the appropriate committee category. A progress report is due by the end of December. A year-end report is due by the end of May.

Academic Year 2022-2023

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Josette Katz	katz@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfischer@atlantic.edu
Director of Academic Program Effectiveness	Gwen Setley	gsetley@atlantic.edu
FAEC Chair	Jolie Master	jmaster@atlantic.edu
FAEC Secretaries	Effie Russell	russell@atlantic.edu

4. Upload Committee Charges, Current Membership, and approved minutes to the Committee's webpage on Atlantic Cape's website.
5. Elect a Chairperson for the next academic year at the last scheduled meeting of the academic year and email this selection to the Vice-President of Academic Affairs, the Chair(s) of the FAEC, and the Administrative Assistant of Academic Affairs.
6. Submit a year-end report to the Vice-President of Academic Affairs, FAEC Chair(s), Director of Academic Program Effectiveness, and Administrative Assistant of Academic Affairs by May 31st. This report must follow the format laid out in the Academic Affairs Master Plan. Additionally, the report should include the name of the chairperson for the next academic year.

Additional Charges

7. Review Technology Committee functions in the Faculty Assembly bylaws. Make recommendations for any needed revisions to the FAEC by the end of November 2022 for inclusion in the new draft of the bylaws.
8. Implement and distribute the Innovative Technology RFPs in late fall. By the end of the spring semester, submit recommendations to the Vice President of Academic Affairs for the disposition of proposals received. Work with the Center for Teaching and Learning Excellence to have grant recipients present their projects.
9. The chair of the Technology Committee (or designee) will co-chair the Cross-Functional Technology Committee and appoint an additional faculty member to sit on the committee so that the concerns and priorities of the Faculty Technology Committee can be considered in the development of an institutional technology plan. Updates from any Cross Functional Technology Committee meetings will be reported at the next Faculty Assembly meeting.
10. Continue to advocate for: (1) faculty involvement in all decisions on the planning, purchasing, and implementation of academic software/classroom technology and (2) increased bandwidth and single sign on.
11. Collect information on features and upgrades of Blackboard, including Ally and Collaborate. Report important updates/issues to the Faculty Assembly as needed.
12. Solicit department feedback to see what types of classroom technology faculty would like to see in the classroom, i.e. how do they want technology to enhance the classroom experience and student learning. Then research emerging technologies that would address these faculty needs. Report at Faculty Assembly meetings in January.
13. Research emerging technologies to increase student engagement (EdPuzzle, H5P, etc.). Report at Faculty Assembly meetings in January.
14. Respond to faculty requests by organizing and facilitating workshops related to classroom technology and college technological resources (Films on Demand, Smarthinking, etc.). Promote these workshops via global email, calendar, etc.