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Chair: James Madsen; Vice Chair: Dawn Hukai; Secretary: Todd A. Savage; Executive Committee: Stephen Reed, Jennifer Willis-Rivera

To: Dean Van Galen, Chancellor
116 North Hall
University of Wisconsin-River Falls

From: James Madsen, Chair 
Faculty Senate
University of Wisconsin-River Falls

April 11, 2011

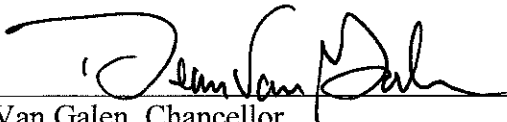
RE: UWRF Faculty Senate Motion 2010-2011/42

At the April 6, 2011 meeting of University of Wisconsin-River Falls Faculty Senate, motion 2010-2011/42 was passed and it is effective immediately. This motion is forwarded to you for your action.

Motion to approve the restructuring of the Technology Council as outlined in the attached document.

Approved

Disapproved



Dean Van Galen, Chancellor

4/27/11

Date

3 Section O –Technology Council

The Technology Council is the primary advisory and decision- making group for information and--instructional technology at UW-River Falls. The responsibilities for its three subcommittees-- Instructional and Learning Technology, Technology Services, and University Web--are described below.

The Technology Council and its three subcommittees are all “hybrid” committees. This organizational structure is common to technology services within universities and other organizations. Each committee will deal with a range of issues, allowing for a collaborative and inclusive approach to guiding information and instructional technology. When an issue comes before any of these groups that is under the purview of a shared governance body, Technology Council will vote and make a recommendation to the appropriate governance group.

Purpose:

1. The Technology Council serves as an overall point of coordination, planning, and policy development for information and instructional technology at the University.
2. Membership (19 total):
 - a. Chair of the Technology Council (Faculty Senate Appointment)
 - b. Vice-Chair of Technology Council (Administrative Appointment - CIO)
 - c. CEPS (1) (Faculty Senate Appointment)
 - d. CAS (2) (Faculty Senate Appointment)
 - e. CAFES (1) Faculty Senate Appointment)
 - f. CBE (1) (Faculty Senate Appointment)
 - g. Faculty at-large (2) (Faculty Senate Appointment)
 - h. Vice-Chair of the University Web Committee
 - i. Vice-Chair of the Technology Services Committee
 - j. Chair of Instructional and Learning Technologies Committee
 - k. Students (2) (Student Senate Appointment)
 - l. Associate Vice-Chancellor for Enrollment Services or designee (Administrative Appointment)
 - m. Associate Vice-Chancellor for Student Affairs or designee (Administrative Appointment)
 - n. Provost and Vice Chancellor for Academic Affairs or designee (Administrative Appointment)
 - o. Vice Chancellor for Administration and Finance or designee (Administrative Appointment)
 - p. Staff Library (Administrative Appointment)
3. Term of Office: Faculty term is three years with one to two new appointments each year. Student terms are one year with the option for reappointment. Terms for administrative members are determined annually by their respective leadership.
4. Duties:
 - a. align the information technology master plan with the University strategic/operational plan
 - b. support in the implementation of the Technology Services operational plan and IT Master Plan
 - c. prioritize IT funding recommendations
 - d. assist the campus with the prioritization of technology projects and monitor their progress
 - e. review and recommend University policies related to information and instructional technology
 - f. assist in the development and implementation of the campus long range equipment and software replacement plan
 - g. assist in the development (target) review performance indicators for the Division of Technology Services to support the implementation of the IT Master Plan
 - h. evaluate the effectiveness of the Technology Council and sub-committee structures and make appropriate recommendations for improvements
 - i. charge Technology Council subcommittees with University related IT initiatives and create short-term ad hoc task groups to address specific issues
5. Decisions and voting:
 - a. Decision-making processes are defined in *Robert's Rules of Order*, revised.
 - b. Faculty governance-related issues will be forwarded to Faculty Senate, student governance related topics will be

forwarded to Student Senate, and administrative related topics will be forwarded to the appropriate administrator. The Chair will consult with governance groups regarding shared governance authority.

Section O: I – Instructional and Learning Technology Committee

The primary responsibilities of the Instructional and Learning Technology Committee include issues that fall within the purview of faculty governance. ILTC will forward all shared governance issues to the Technology Council for further action and consideration.

1. Purpose: The Instructional and Learning Technology Committee facilitates the effective use of information technology in teaching, learning, and research.
2. Membership (15 total):
 - a. Chair of ILTC (faculty member appointed by Faculty Senate)
 - b. Vice-Chair of ILTC (DoTS – CIO Appointment)
 - c. CEPS (1) (Faculty Senate Appointment)
 - d. CAS (1) (Faculty Senate Appointment)
 - e. CAFES (1) (Faculty Senate Appointment)
 - f. CBE (1) (Faculty Senate Appointment)
 - g. Faculty at-large (2) (Faculty Senate Appointment)
 - h. Student (2) (Student Senate Appointment)
 - i. Provost and Vice Chancellor for Academic Affairs or designee (Administrative Appointment)
 - j. Staff - Library (Administrative Appointment)
 - k. Staff - DoTS (Customer Technology Services Manager Appointment)
 - l. Staff--DoTS (Instructional Designer–Teaching and Learning Technologies Appointment)
 - m. Staff--Learning Technology Development Council (LTDC) Representative
3. Term of Office: Faculty term is three years with one to two new appointments each year. Student terms are one year with the option for reappointment. Terms for administrative members are determined annually by their respective leadership.
4. Duties:
 - a. facilitate the effective use of information and instructional technology in teaching, learning, and research
 - b. develop and recommend policies related to use of technology in teaching and learning
 - c. evaluate the effectiveness of institutional support for teaching and learning technologies
 - d. promote the use of instructional and learning technologies through communication, advocacy, faculty, and staff
 - e. development and ongoing support for all users
 - f. investigate emerging technologies and promote their use as appropriate
 - g. assure effective teaching and the achievement of intended learning outcomes for alternative course delivery systems that utilize technology
 - h. address issue including, but not limited to classroom technology, lab technology, learning management system, distance education, emerging technologies, user support, and faculty and staff development.
5. Decisions and voting:
 - a. Decisions are made using the processes defined in *Robert's Rules of Order*, revised.
 - b. Shared governance issues are forwarded to the Technology Council for action and subsequent forwarding to appropriate governance groups.
6. Conduit for action: Faculty governance-related issues will be forwarded to Faculty Senate, student governance related topics will be forwarded to Student Senate, and administrative related topics will be forwarded to the appropriate administrator. The Chair will consult with governance groups regarding shared governance authority.

Section O: II –Technology Services Committee

1. Purpose: The Technology Services Committee provides coordination and oversight for information, productivity, and transaction systems used and shared by the University community. This committee also assures that the campus network and basic technology support the work of the University.
2. Membership (13 total):
 - a. Chair of Technology Services Committee (DoTS – CIO Appointment)
 - b. Vice-Chair of Technology Services Committee (faculty member appointed by Faculty Senate)
 - c. Faculty at-large (2) (Faculty Senate Appointment)
 - d. Student Senate Appointment)
 - e. Vice Chancellor for Administration and Finance or designee (Administrative Appointment)
 - f. Associate Vice-Chancellor for Student Affairs or designee (Administrative Appointment)
 - g. Associate Vice-Chancellor for Enrollment Services or designee (Administrative Appointment)
 - h. Staff Library (Administrative Appointment)
 - i. Staff--DoTS (Information Systems and Services Manager Appointment)
 - j. Staff--DoTS (Infrastructure and Security Technologies Manager Appointment)
 - k. Staff--DoTS (Customer Technology Services Manager Appointment)
 - l. Staff--DoTS (CIO Appointment – Project Management)
3. Term of Office: Faculty term is three years with staggered appointment years. Student terms are one year with the option for reappointment. Terms for administrative members are determined annually by their respective leadership.
4. Duties:
 - a. assure the effectiveness of the infrastructure that supports the University's use of information technology
 - b. develop policies and plans related to security, disaster recovery, and access
 - c. meet the basic productivity and telecommunication needs of faculty, staff, and students
 - d. advise the institution on the acquisition and use of infrastructure-related software applications (e-mail, calendar, network monitoring, patching, and so on)
 - e. monitor the effectiveness of the University's desktop replacement program
 - f. address technical issues including, but not limited to networking, wireless, workstations, software applications, productivity tools, file services, and telephone
 - g. monitor the effectiveness of the information and transaction systems used by University faculty, staff, and students including accessibility, usability, and functionality
 - h. monitor needs of campus offices in regard to information and transaction systems and recommended changes and additions
 - i. develop policies related to information and transaction systems
 - j. investigate new systems and recommend their consideration for implementation
 - k. address issues including, but not limited to student information system, web, degree audit system, shared financial system, reporting tools, room reservation, event management system, point of sale, door security, document management system, and human resources system
 - l. disseminate information to internal and external audiences
5. Decisions and voting:
 - a. Decisions are made using the processes defined in *Robert's Rules of Order*, revised.
 - b. Shared governance issues are forwarded to the Technology Council for action and subsequent forwarding to appropriate governance groups.
6. Conduit for action: Faculty governance-related issues will be forwarded to Faculty Senate, student governance related topics will be forwarded to Student Senate, and administrative related topics will be forwarded to the appropriate administrator. The Chair will consult with governance groups regarding shared governance authority.

Section O: III – University Web Committee

1. Purpose: The University Web Committee provides coordination and oversight for all content, applications, and services integrated into the university's Web site or associated with the Web site. This committee also assures that the policies and procedures regarding the university's Web site exist, are followed, and are current.
2. Membership (18 total):
 - a. Chair of University Web Committee (DoTS – CIO Appointment)
 - b. Vice-Chair of University Web Committee (faculty member appointed by Faculty Senate)
 - c. CEPS (1) (Faculty Senate Appointment)
 - d. CAS (1) (Faculty Senate Appointment)
 - e. CAFES (1) (Faculty Senate Appointment)
 - f. CBE (1) (Faculty Senate Appointment)
 - g. Student (1) (Student Senate Appointment)
 - h. Associate Vice-Chancellor for Enrollment Services or designee (Administrative Appointment)
 - i. Associate Vice-Chancellor for Student Affairs or designee (Administrative Appointment)
 - j. Provost and Vice Chancellor for Academic Affairs or designee (Administrative Appointment)
 - k. Vice Chancellor for Administration and Finance or designee (Administrative Appointment)
 - l. Staff-- Library (Administrative Appointment)
 - m. Staff--DoTS (Information Systems and Services Manager Appointment)
 - n. Staff--DoTS (CIO Appointment – Project Management)
 - o. Staff--DoTS (Teaching and Learning Technologies Manager Appointment-Instructional Designer)
 - p. Staff--University Communications (Administrative Appointment)
 - q. Staff--University Advancement (Administrative Appointment)
 - r. Staff--Outreach and Graduate Studies (Administrative Appointment)
3. Term of Office: Faculty term is three years with one to two new appointments each year. Student terms are one year with the option for reappointment. Terms for administrative members are determined annually by their respective leadership.
4. Duties:
 - a. provide coordination and oversight for all content, applications, and services integrated into the University's Web site or associated with the Web site
 - b. provide oversight and direction in the planning and implementation of the University Web site
 - c. recommend and enforce University Web site policies and procedures and to assist with developing guidelines for the types of materials and information resources to be made available via the University Web site
 - d. maintain the University Web site as an official publication of the University of Wisconsin-River Falls
5. Decisions and voting:
 - a. Decisions are made using the processes defined in *Robert's Rules of Order*, revised.
 - b. Shared governance issues are forwarded to the Technology Council for action and subsequent forwarding to appropriate governance groups.
6. Conduit for action: Faculty governance-related issues will be forwarded to Faculty Senate, student governance related topics will be forwarded to Student Senate, and administrative related topics will be forwarded to the appropriate administrator. The Chair will consult with governance groups regarding shared governance authority.