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

From: Wes Chapin, Chair  
Faculty Senate  
University of Wisconsin-River Falls  

November 29, 2012  

RE: UWRF Faculty Senate Motion 2012-13/62  

At the November 29, 2012 meeting of the University of Wisconsin-River Falls Faculty Senate, this motion was passed, and will be effective at the end of fall semester, 2012-2013. The motion is forwarded to you for your action.  

Motion from the Technology Council (Glenn Spiczak, Chair) to amend its description.  

Approved [ ]  

Disapproved [ ]  

Dean Van Galen, Chancellor  

12/1/12  

Date
III - Section O – Information and Instructional Technology Council

The Technology Council is the primary advisory and decision-making group for information and instructional technology at UW-River Falls. The responsibilities of this committee are divided into three broad areas described below, each having a designated faculty lead and Division of Technology Services manager(s) who will coordinate efforts along with the chair 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 the Technology Council, 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 (17 total voting members, plus 4 non-voting Division of Technology Services managers)
   a. Chair of the Technology Council (Faculty Senate Appointment, recommended from existing faculty membership on committee to ensure continuity and appointed by Faculty Senate)
   b. Vice-Chair of Technology Council (Administrative Appointment-CIO)
   c. CEFS (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 (22) (Faculty Senate Appointment)
   h. Vice-Chair of the University Web Committee 4th Division (1) (Faculty Senate Appointment)
   i. Vice-Chair of the Technology Service Committee TLT Manager (non-voting)
j. Chair of Instructional and Learning Technologies (non-voting)
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. o. - Vice-Chancellor for Administration and Finance or designee (Administrative Appointment): CTS Manager (non-voting) and IST Manager (non-voting)
p. Staff Library Staff (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 discuss and act on University related IT initiatives and all issues outlined within the three lead areas corresponding to subsections I, II, III below and create short-term ad hoc task groups to address specific issues if deemed too intensive for the overall Technology Council.
5. Decision 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.

III - Section 0: I - Instructional and Learning Technology Lead Issues Committee

[FS 10/11 #42^]
[FS 11/12 #20^]

For issues that the Technology Council decides need more intensely focused attention, The
primary responsibilities of the Instructional and Learning Technology LeadCommittee include
issues related to instructional and learning technology that fall within the purview of faculty
governance. The Instructional and Learning Technology Lead will return forward all such
shared governance issues to the Technology Council for further action and consideration.

1. Purpose: The Instructional and Learning Technology LeadCommittee 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 annually from the faculty
      list below: e-g)
   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.

4.2. Issues/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, learning, and research.
   c. Evaluate the effectiveness of institutional support for technology in teaching, learning, and research-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. Assessment of assurance for effective teaching and the achievement of intended learning outcomes for alternative course delivery systems involving technology.
   h. Address issues including, but not limited to classroom technology, lab technology, learning management systems, distance education, emerging technologies, user support, and faculty and staff development related to instructional and learning technology.

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. Conduct 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.

III - Section 0: II - Technology Services Lead Issues Committee

[FS 10/11 #42]
[FS 11/12 #20]
1. Purpose: For issues that the Technology Council decides are in need of more intensely focused attention, the Technology Services Lead Committee provides coordination and oversight for information, productivity, and transaction systems used and shared by the University community and also works to ensure that the campus network and basic technology support the work of the University. The Technology Services Lead will return all such shared governance issues to the Technology Council for further action and consideration.

2. Membership (13 total):
   a. Chair of Technology Services Committee (DoTS—CIO Appointment)
   b. Vice-Chair of Technology Services Committee (at-large faculty member appointed by Faculty Senate annually from the faculty below)
   c. Faculty-at-large (3) (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.

4.2. Issues/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 (or laptop, tablet, etc., as appropriate) 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-regarding to information and transaction systems and recommended changes and additions
i. develop-policies related to information and transaction systems
j. investigatinginvestigate new systems and recommending their consideration for implementation
k. address-issues including, but not limited to student information systems, web, degree audit systems, shared financial systems, reporting tools, room reservation, event management systems, point of sale, door security, document management systems, and human resources systems
l. disseminatingdisseminate 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.

III - Section 0: III – University Web Lead Issues Committee

[FS 10/11 #42]  
[FS 11/12 #20]

1. Purpose: *For issues that the Technology Council decides are in need of more intensely focused attention, the University Web LeadCommittee provides coordination and oversight for all content, applications, and services integrated into the university's Web site or associated with the Web site and. This committee also assures that the policies and procedures regarding the university's Web site exist, are followed, and are current.
The University Web Lead will return all such shared governance issues to the Technology Council for further action and consideration.

1.

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 annually from the faculty list below: c-g)
   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 (1) (Faculty 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 terms are 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.

4.7. Issues/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. **Maintaining** 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.