

## **Classroom Technology Advisory Committee (CTAC)**

Revised: September 20, 2005

**Purpose:** To advise and provide input to Campus Technology Policy & Planning Council and the Campus Technology Support Services (CTSS) on matters relating to the campus infrastructure for media delivery, classroom technology, distance education, and other uses of technology for instructional delivery at Illinois State University, and the overall operations of Classroom Technology Support Services and its programs.

**Administration:** The Director of Classroom Technology Support Services will serve as chair of the committee.

### **Membership** (11 members):

College representatives (to be appointed by Deans or Associate Deans in charge of technology in each College) are a distribution of faculty who use classroom technology, (with at least one representative a department chair) and college technology support personnel. The balance of membership will ensure that each college is represented.

**Term:** All terms will be for two academic years starting with the fall semester. An attempt will be made to stagger the year of appointment so that no more than one-half of the committee is replaced in a given year. Committee formation will be in early September of each year. Classroom Technology Support Services will work with the various appointment offices in suggesting possible faculty/staff members to achieve a balance of members from different classes. No limit is set on the number of terms that may be served.

**Meetings:** Meetings will be scheduled approximately once per month or as needed at a time agreeable to the majority of committee members.

### **Expectations of Committee Members :**

- Participate in short- and long-term planning initiatives for CTSS and its programs.
- Assist in the preparation of classroom technology policy and budgetary planning for classroom technology upgrades, repair, and expansion.
- Attend regular monthly meetings.
- Respond to electronic solicitations for input on pressing matters.
- Seek out other faculty and staff viewpoints for broader representation.
- Be informed of Illinois State technology resources for further communication to other faculty and staff.
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Please send questions to the Director of Classroom Technology Support Services at 438-7412.