

ACADEMIC TECHNOLOGY AND RESOURCES COMMITTEE (ATRC - 2019)

Meets: 3rd Tuesdays, 3:30 p.m.

Representatives: One faculty from each academic division (COE, LAS)

Ex-Officio (non-voting): UCS representative, Student Technology Committee representative, WOU LMS representative

Committee Chair: Steve Taylor

The charge of the Academic Technology and Resources Committee is

Provide a campus-wide faculty voice for all academic technology infrastructure related organizational processes and facilities that are related to teaching, research, and student academic achievement, with general duties including policy review, planning, implementation, and problem solving.

Responsibilities:

1. Provides a campus-wide faculty voice for:

- The development and maintenance of academic and educational technology infrastructure
- Decision making and granting of specific faculty funding requests for academic technology and resources.
- Academic and educational technology funding and policy recommendations to the University Technology Committee and the University Budget Committee.

2. Makes recommendations about policies, procedures and resources necessary to:

- Establish and maintain effective educational technology systems including learning management systems (currently Moodle).
- Serve the needs of academic researchers, classroom and/or online instructors, academic support staff, and students.
- Support professional development and learning opportunities for faculty and staff for academic and educational technology.

3. Provides oversight to ensure that infrastructure and funding recommendations are addressed and final actions implemented.

4. Notifies and advises Faculty Senate on matters regarding academic infrastructure, especially implementation of recommended technology and resources funding for faculty.

Committee Member Duties

- For each annual or semi-annual funding cycle, review each funding request submitted to the ATRC in advance of meeting.
- Meet as a committee and discuss each proposal, then vote to recommend or to not recommend proposal funding.

Committee Chair Duties

General

- Reserve room for monthly meetings.
- Maintain current committee member roster and report roster to Faculty Senate via the Portal interface.
- Roster management directions and links
- Maintain committee Moodle shell (if used).
- Prepare agendas for monthly meeting.
- Distribute agendas to committee members at least three days prior to meeting.
- Respond to questions and requests from committee members (email, phone, or in person).
- Respond to faculty questions and requests regarding committee processes (email, phone, or in person).

ATRC specific

- Meet with members of administration and / or Faculty Senate president when necessary to discuss ATRC funding guidelines.
- Send call to faculty@wou.edu for new funding requests with any updated directives.
- Answer questions about ATRC protocol from faculty preparing new funding requests; this sometimes involves meeting with the director of UCS or the director of the Physical Plant to obtain additional information.
- Submit funding recommendations to the Provost and the VP of Finance.
- Present ATRC funding recommendations and funding results to Faculty Senate.

Committee Appointments

- Divisions appoint or elect committee members per division representative list.
- Committee members vote for committee chair; term is one academic year.