

College of Communication and Fine Arts
Communication and Technology Committee (CTC)

CHARGE and BYLAWS

The CTC advises and recommends to the Dean on issues related to the representational and instructional technology needs of the departments/programs and the college at large (e.g. software, laboratory facilities and equipment, college web presence, college branding and consistency, college events calendar, etc.) relative to college and university timelines for formal engagement of decision making.

In all election/application procedures, the CTC will offer discerning reasons for decisions as recommendations to the Dean; the Dean will then take recommendations under advisement.

It is possible that given the specificity of charges, the timing of decisions, and the interests of committee members that two subcommittees might form (e.g. a technology subcommittee, a communications subcommittee).

ARTICLE 1: ROLE AND FUNCTION

The Committee advises and recommends to the Dean on issues related to the representational and instructional technology needs of departments/programs and the college at large (e.g. software, laboratory facilities and equipment, college web presence, college branding and consistency, college events calendar, etc.) relative to college and university timelines for formal engagement of decision making.

In all election/application procedures the Committee will offer discerning reasons for decision as recommendations to the Dean; the Dean will then take recommendations under advisement.

ARTICLE 2: MEMBERSHIP

The Committee shall be composed of representatives for the CFA departments/programs, the Laband Gallery, and the College Instructional Technology Analyst. Any full-time faculty member or staff member may serve on the committee in a given academic year as nominated/or elected by the department/program. Participation on this Committee is without remuneration or remission, but will be considered as service to the department/program and/or college. The CFA Associate Dean or designee will serve as an ex-officio non-voting member

Membership will be two academic years, with elections held for replacement members should the need occur. Members of the Committee cannot hold consistent membership on any other college committee. Although Chairs of departments/programs can serve as alternates on college committees, Chairs of departments/programs cannot serve as the chair of the college-level committee, nor serve as the primary representative on college committees outside of the Chair's Council. Through consultation with the Dean, a department staff member may be chosen to represent the department.

The formal committee shall be constituted before the end of Spring 2013, and its initial consultation will be initiated in the Fall 2013 semester

ARTICLE 3: OFFICERS

The Committee may be Chaired by a single Chair or Co-chairs sharing responsibilities. The Chair(s) will be elected by the Committee members and serve a one-year renewable period of office. With the exception of the initial organization of the Committee, the Chair(s) should have served at least one year on the Committee at the time of their election.

The Chair(s) will chair the meetings.

The Committee shall elect an alternate Chair to serve in the absence of the Chair(s); in the absence of the elected Chair(s) and Alternate Chair, the convening CFA Associate Dean will chair the meeting.

The role of Scribe will be rotated among members of the Committee. In consultation with the convening Associate Dean, these minutes will be edited and distributed to all members in advance of the meeting to follow. The agenda of that meeting shall include discussion, correction as needed, and approval of the minutes for the previous meeting.

ARTICLE 4: MEETINGS

The Committee will meet as needed, but not more than two times a month. Meeting will be conducted following Robert's Rules of Order.

ARTICLE 5: SUBCOMMITTEES

It is possible that given the specificity of charges, the timing of decisions, and the interests of committee members that two subcommittees might form (e.g. a technology subcommittee, a communications subcommittee).

Additional subcommittees may be appointed by the Chair(s) or elected by the Committee as needed.

ARTICLE 6: REVISIONS AND AMENDMENTS

A. A simple majority may approve revisions and amendments of the Bylaws and submit them to the CFA Dean for approval.

—Approved 24 October 2014

