

Advisory Board By-laws

Mission Statement: The mission of the A&S Support of Education Through Technology (ASSETT) program is to work in partnership with OIT to increase access to educational technology for instructors and students in the College of Arts & Sciences. The primary roles of the Advisory Board are to help improve communication of ASSETT resources to faculty and students, provide advice regarding new initiatives that ASSETT might undertake, and work in coordination with OIT to strategize the potential use of ASSETT funds. The ASSETT fee revenue is held in a special account that is administered “under the supervision of the Dean of Arts & Sciences, and in consultation with an advisory committee named by the Dean and composed of faculty, graduate student representatives, and undergraduate student representatives.”

Membership: The Advisory Board shall consist of (1) two faculty representatives from each of the three divisions in the College of Arts & Sciences: Arts & Humanities, Natural Sciences, and Social Sciences, (2) at least one undergraduate student per division, and (3) at least one at-large graduate student. All members serve staggered two-year terms, and membership may be renewed for additional two-year terms. Any faculty member shall be eligible to serve as Advisory Board Chair after serving an initial two-year term. The Chair shall serve a two-year term following election by the board members. The ASSETT Faculty Advisor and two members of the OIT management team (the Associate Director of Academic Technology, Strategy and Support and the Director of Academic and Campus Technology, Communications and Support) will serve as *ex-officio* members.

Responsibilities: The Dean will appoint an Associate Dean to steward the use of the ASSETT fee, and the Associate Dean will convene the Advisory Board for the following purposes:

- Consult and advise regarding strategic and budget planning, program priorities and outcomes for the ASSETT unit housed in OIT.
- Counsel the associate dean about the application of any surplus revenues to the ASSETT unit in OIT and/or to other College initiatives around teaching, learning and technology.
- Recommend new activities to improve ASSETT for faculty and students.
- Design any future ASSETT award programs, as surplus funds allow, and contribute to the award process by reviewing proposals, helping select projects to fund and receiving reports on outcomes.
- Collaborate with ASSETT leadership to recruit and recommend faculty to serve as the Faculty Fellows.

Meetings: The Board will ordinarily convene three times per academic year: e.g. typically, September, January, and March. The January meeting will be an open house to showcase ASSETT accomplishments, services, and programs. All board members are expected to attend. The purpose of the meetings shall be for the Board, the ASSETT Faculty Advisor, and the OIT management team to discuss the current state of and future visions for ASSETT. The ASSETT Faculty Advisor shall present the status of ASSETT programs and events. The March meeting will include a budget presentation from OIT and budget planning for the next academic year. New approaches to enhancing and improving the activities of ASSETT shall be considered at each meeting.