BFA **Administrative Services & Technology Committee**

Motion to change the title and charge of the BFA Administrative Services & Technology Committee
BFA-M-1-10.24.22

Whereas the work and mission of the BFA Standing Committees must necessarily evolve to keep in step with changes in campus structure, organization, and administration;

Whereas Article V, Part B, Section 4 of the BFA Bylaws states that "Committees shall review their charges by the end of March every year. Proposed changes to the charges will be presented to the full BFA for approval;"

Therefore, in order to ensure that the charge of the Committee accurately reflects the work and mission of the committee,

Be it resolved that the BFA Assembly consider for approval the revisions of the charge and name of the Administrative Services & Technology Committee to the "*Academic Technology & Services Committee*."

Academic Technologies & Services Committee (ATSC) shall:

- be responsible for monitoring and assessing academic technologies and services on campus to ensure that they efficiently and properly meet the academic goals of the campus.

- address the ethical, equitable and secure use of technology in teaching, research, and service including data management and privacy issues.

- monitor and oversee any expansion of online and remote education to ensure faculty ownership and control of curriculum.

- serve as a clearinghouse for suggestions from all members of the campus community regarding the effectiveness and improvement of technology and services for academic purposes.

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Committee Composition

The Academic Technologies & Services Committee shall have eight elected faculty as described in the BFA Standing Rules Article V.; Section 1; Article c on Committees. The committee may choose additional members, subject to approval by the Executive Committee, to ensure sufficient membership to address specific issues and concerns as they arise.

Appointed non-voting members shall include administration liaisons, faculty resource members, and students. Campus administration liaisons (or their designees) shall include but not be limited to the Office of Information Technology, Arts and Sciences Support of Education through Technology (ASSETT), and the Digital Accessibility Office; additionally administrative liaisons (or their designees) from the offices of the Senior Vice Provost for Online Education, Executive Director and Assistant Vice Provost for Academic and Learning Initiatives, the Dean of Continuing Education, and Director of the Center for Teaching and Learning or their designees. Additionally, ASTC members may serve on advisory panels to the Office of Information Technology, the Center for Teaching & Learning, and other entities as they impact academic goals.

Note: See attached document for tracked changes to committee charge

Submitted by the Administrative Services & Technology Committee: October 24, 2022
Approved for submission to Assembly by the BFA Executive Committee: October 24, 2022
Submitted to the BFA General Assembly: November 3, 2022
Approved unanimously at Assembly on December 1, 2022

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~~Administrative Services and Technology~~ *Academic Technologies and Services*
Committee (~~ASTC~~ *ATSC*) Charge & Title

OLD charge:
(1) Administrative Services and Technology Committee shall be responsible for:

- *monitoring and assessing administrative services on campus to ensure that they efficiently and properly meet the academic goals of the campus.*
- *The Committee shall address the use of technology in teaching, research, and service,*
- *and will monitor the expansion of online education to ensure faculty ownership and control of curriculum.*
- *The Committee shall serve as a clearinghouse for suggestions from all members of the campus community regarding the effectiveness and improvement of technology for academic purposes.*

(2) ASTC members may serve on advisory panels to the Office of Information Technology, the Center for Teaching & Learning, and other entities as they impact academic goals.

- *Faculty representation on the ASTC shall be substantially proportional with respect to Colleges and Schools.*
- *The Committee shall be composed of eight faculty members with voting privileges and two student members who serve in an advisory capacity.*
- *Other members of the committee shall include staff liaisons from the Office of Information Technology.*

Proposed Revisions:

- *1) Academic Technologies & Services Committee shall:*
  - *be responsible for monitoring and assessing ~~administrative~~ academic technologies and services on campus to ensure that they efficiently and properly meet the academic goals of the campus.*
  - *address the ethical, equitable and secure use of technology in teaching, research, and service including data management and privacy issues.*
  - *monitor the expansion of online and remote education to ensure faculty ownership and control of curriculum.   {and oversight?}*
  - *serve as a clearinghouse for suggestions from all members of the campus community regarding the effectiveness and improvement of technology and services for academic purposes.*

2) Membership

- *ASTC members may serve on advisory panels to the Office of Information Technology, the Center for Teaching & Learning, and other entities as they impact academic goals.*
- *Faculty representation on the ASTC shall be substantially proportional with respect to Colleges and Schools.*
- *The Committee shall be composed of eight faculty members with voting privileges and two student members who serve in an advisory capacity.*
- *Other members of the committee shall include*
  - *staff liaisons from the:*
    - *Office of Information Technology,*
    - *Arts and Sciences Support of Education through Technology (ASSETT),*
    - *and the Digital Accessibility Office;*
  - *and the*
    - *Senior Vice Provost for Online Education,*
    - *Executive Director and Assistant Vice Provost for Academic and Learning Initiatives,*
    - *Dean of Continuing Education,*
    - *and Director of the Center for Teaching Chand Learning or their designees.*