

EDUCATIONAL TECHNOLOGY ADVISORY COMMITTEE

TERMS OF REFERENCE

BACKGROUND

The Vice-President Academic (VPA) & Provost and the Chief Information Officer (CIO), with feedback from a number of areas of the university, have identified the need for an advisory group to provide university governance with respect to technology used in teaching and learning, recognizing the interdependencies across the Faculties, Centre for Teaching Excellence, Library, Policy Privacy & Governance Office, and Information Technology Services, amongst others. The sustained pace of technological change highlights the requirement for collaborative and consultative university approaches to the ongoing development and implementation of educational technology and to ensuring such investments are focused on university priorities, and allow the university to be proactive in support of excellence in teaching and learning. Envisioning 2030 as the University Plan, and the academic plan will provide guidance to the advisory committee, as well as an evidence-informed approach considering best and leading academic standards, research, and practices.

REPORTING

The Educational Technology Advisory Committee (ETAC) is struck under the Vice President Academic & Provost. Committee advice and recommendations will be provided into integrated planning processes and other committees and units of the university as deemed appropriate for decision making and actions. Any budget implications will be part of annual integrated planning processes.

MANDATE

- Advice and recommendations to the Vice President Academic & Provost and CIO on educational technology needs, priorities and investments to ensure the delivery of academic value by aligning technology initiatives and operations to the university's overall plan and academic plan;
- Establish a procedure for recommending and reviewing educational technology for teaching and learning and other specific academic initiatives;
- Advice on matters relating to educational technology, focusing on cross-institutional collaboration;
- Regular review of significant proposed or planned changes to university-wide educational technology systems;
- Recommendations on any specific supports required for effective use of technology for faculty and students (e.g., faculty training sessions).

Operational Guidelines

- Meetings are collaborative, respectful and informative, where decisions are guided by the core values set out in university planning documents (e.g., Envisioning 2030, Academic Plan).
- Meetings are quarterly, with additional meetings called by the Chair.
- The agenda for meetings is assembled by the Chair and material circulated in advance of the meeting (normally one week in advance).

- Members who have items they would like to discuss should send them Chair no later than 10 days in advance of the meeting.
- Deans may also request items for the agenda.
- Items submitted for discussion should be accompanied by a brief discussion paper to bring focus to the topic or issue.
- Guests will attend from time to time, and will be asked to provide a brief background document in advance to circulate with the agenda materials, and to make a brief presentation as part of the agenda item.
- Discussion and recommendations made by the ETAC will be recorded in minutes.
- The Chair and/or VPA & Provost will forward information or recommendations on the meetings to Academic Leadership Council, the CIO, and other units/committees/bodies at the university as appropriate.
- Members forward relevant information and announcements to their Faculties, Departments, or Offices to facilitate communication flow as well as seek input for agenda items, and seek input on agenda items as appropriate to inform meetings.
- General information items will be distributed electronically to the membership, as they become available, rather than included as agenda items at meetings.
- Approval in principle for items, topics, and actions may be sought by the VPA & Provost from time to time.
- Chair to be appointed by the Vice President Academic & Provost.

MEMBERSHIP

- Director, Centre for Teaching Excellence
- University Librarian or designate
- Two deans (appointed by the VPA & Provost)
- Director, Academic Initiatives and Planning
- Manager, Policy, Privacy and Governance or designate
- Manager, Student and Academic Systems
- Two students
- Minimum of five (5) teaching faculty, one from each Faculty appointed by the dean.(maximum of two per Faculty)

Others within the university will be accessed as resource people to support the committee in fulfilling its mandate.

Membership of faculty will be for a two year term, renewable once for one year. Student membership will be for a minimum of a year, optimally for a two year term and actioned through a request by the Vice President Academic & Provost to the Capilano Student Union.

Quorum

Membership will be set annually in August and quorum will be 50% of the membership.

Member Commitment

ETAC will meet quarterly for 60-90 minutes. Additional activity will occur between meetings in support of the committee mandate, with a monthly time commitment expected to be between 1 – 3 hours.

Administrative support for meetings will be provided (meeting agendas, minutes, etc.) as determined by the VPA & Provost.

Members commit to:

- Being prepared
- Keeping an open-mind and being respectful
- Fostering a safe and collaborative environment
- Working together and toward a common goal
- Being accountable and providing evidence
- Communicating with professionalism and integrity
- Aspiring for mutual understanding

Note: Individual faculty requests for course-specific education technology, and program-specific requests for education technology can be brought forward through the respective dean to the chair for consideration.

Terms of reference review:

Terms of reference will be reviewed and updated within the first six months of constituting the advisory group and thereafter annually. Any recommended changes will be submitted to the VPA & Provost and CIO for consideration and any approvals.