

# EDUCATIONAL TECHNOLOGY FORUM (ETF)

## *TERMS OF REFERENCE*

**May 3, 2011 Draft**

Douglas College established a governance structure for education and information technology to promote and support the effective use of Educational Technology in all areas of the College. This structure consists of a Technology Steering Committee (TSC) and Educational Technology Forum (ETF). These Terms of Reference specify the purpose, responsibilities and membership of the Douglas College Educational Technology Forum.

### **Purpose**

The forum is a structure and place where faculties, departments and divisions discuss educational and information technology topics and provide input and advice to the TSC regarding the applications and priorities for the use of educational technology for teaching, learning and administrative uses.

The Forum has three primary functions:

1. To act as a professional resource, consultative, information sharing body for the college community.
2. To advise the TSC on educational technology priorities.
3. To support the process of identifying educational technology priorities and issues to TSC.

### **The Forum will:**

- promote the appropriate integration of technology within areas of instruction, student services research and administration;
- foster an environment where educational technology supports learning, offers diversity in ways to learn, and engages the learner;
- promote the use of educational technology to support access to education and administrative support;
- foster commitment towards the sharing of resources and integration of educational technologies that lead to enhanced curricular outcomes and greater access;
- foster the development of a supportive, cooperative environment for students, faculty and staff in the use of educational technology; and
- support a climate which fosters and recognizes innovation.

### **Membership**

The membership is comprised of one representative from:

- Each Faculty: drawn from each of the *Faculty Educational Technology Committees*;
- Each Faculty/department: staff member;
- Bookstore;
- Training Group;
- Institutional Research;
- Education Council;
- Facilities;
- International Education;
- Student and Enrolment Services;
- Financial Services;
- Human/Employee Relations;
- Learning Resources; and
- The Deans

Members are appointed or selected for a 1-2 year term.

Ex-officio Members include the Director and Managers of CEIT.

The Committee may invite other non-members to participate and contribute to its work.

### **Role of the Chair**

The Chair of ETF is a member of the Committee who is elected by the ETF. The Chair liaises with the Director of CEIT and is a member of the TSC.

The ETF Chair is responsible for all activities in relation to planning for regular ETF meetings and is responsible for discussing, consulting, educating, advising, and conveying the decisions, issues and recommendations of the ETF to the TSC.

On a yearly basis a Vice-Chair for ETF meetings will be selected to act in the absence of the Chair.

Specifically the role of the Chair includes but is not limited to the following activities:

1. Circulating the Agenda and other related documents in advance of ETF meetings, and following up on business arising/new business.
2. Participate in the College TSC.
3. Organizing, planning, coordinating and managing task groups formed to examine and make recommendations on educational technology issues arising within the forum, in TSC and/or through other related activities.
4. Communicating the recommendations of task groups to ETF and the subsequent issues/outcomes from the ETF to TSC.

5. Chairing the ETF Innovative Projects Committee, as well as coordinating meetings and informing ETF of recommendations related to Innovative Project funding.

### Structure

The Forum meets each semester, or as often as needed to discuss, consult, educate, advise, and make recommendations to the TSC regarding educational technology issues.

Members of the ETF develop the criteria used by the ETF Innovative Projects Committee\* to approve and allocate Innovative Educational Technology funds. Decisions will be reached by consensus. Consensus will be determined/ascertained by the Chair through acknowledgment of ETF members that the majority concur. If consensus cannot be reached then the issue will be referred to TSC for resolution.

**\*The Innovative Projects Committee:** The Committee is a seven-member subset of the ETF and is chaired by the Chair of the ETF. In addition to the Chair, membership is one faculty member, one staff member, and one non-instructional administrator selected by the ETF, plus one Dean, the Manager of Technology Services (CEIT) and the Manager of Client and Learning Services (CEIT). Decisions will be reached by consensus through application of criteria developed by ETF. If consensus cannot be reached then the issue(s) will be referred to TSC for resolution.

### Responsibilities

All proposals or requests that involve educational technology flow through the ETF for input and/or recommendations. Operating Capital requests will be dealt with in aggregate form, with final recommendations regarding capital requests coming from ETF to TSC.

### The Forum:

1. Explore and investigate new educational technology initiatives in ways that facilitate the appropriate integration of technology into areas of instruction, services, and administration.
2. Support the appropriate use of educational technologies in ways that use resources wisely, avoid duplication, and control costs.
3. Discuss pedagogical issues/approaches to effectively integrate educational technology into new and existing curricula to create quality learning experiences for students.
4. Identify technology related issues and makes recommendations to TSC. This may include creating special purpose task groups to investigate alternatives and prepare recommendations for TSC regarding planning, and allocations for educational technology applications.
5. Advise the TSC on educational technology priorities.
6. Identify professional development /training/support issues related to educational technology and works with appropriate college bodies (Faculty Development, HR or CEIT) to meet these needs.
7. Provides a forum for informed feedback and advice to individuals or departments considering educational technology development applications.

**The Innovative Projects Committee:**

The Committee meets to review proposals for Innovative Educational Technology funds, and recommends proposals based on criteria developed by ETF. These criteria support the College's educational technology planning goals and are reviewed periodically by the Forum. ETF recommendations regarding innovative projects are forwarded to TSC for approval.

**Task Groups:**

Task groups made up of ETF members and other interested individuals will be formed to examine and make recommendations on various educational technology issues which may arise within ETF, TSC or through other College-related activities. The ETF Chair will:

1. Play an active role in the coordination and management of task groups.
2. Provide a context for the work to be done within the task group and be responsible for communicating progress to ETF and TSC.
3. Communicate the recommendations of task groups to ETF and the subsequent issues/outcomes from ETF to TSC and then to the college community.

Revised May 2011

New-ETF-TOR-11

# TECHNOLOGY STEERING COMMITTEE (TSC)

## *TERMS OF REFERENCE*

**May 16, 2011 Draft**

Douglas College established a governance structure for education and information technology to promote and support the effective use of Educational Technology in all areas of the College. This structure consists of a Technology Steering Committee (TSC) and Educational Technology Forum (ETF). These Terms of Reference specify the purpose, responsibilities and membership of the Douglas College Technology Steering Committee.

### **Purpose:**

The Committee has three primary functions:

1. To ensure that Douglas College Educational Technology (Ed Tech) initiatives and proposed projects help the College achieve strategic goals and objectives.
2. The Technology Steering Committee advises the Senior Management Team (SMT) about current and future Ed Tech-related issues and initiatives and submits recommendations to members of the SMT when appropriate.
3. The Technology Steering Committee recommends to SMT a multi-year Educational Technology Plan and the annual Educational Technology Capital Budget.

### **Responsibilities:**

- Initiate and encourage Educational Technology initiatives that align with the College's Strategic Plan(s) and provide Douglas College with a competitive advantage in attracting and retaining students, faculty, and staff.
- Develop and recommend to SMT the multi-year Educational Technology Plan.
- Develop and recommend to SMT the annual Educational Technology Capital Budget.
- Make recommendations to SMT about resources required to implement proposed Educational Technology initiatives.
- Adopt and disseminate guiding principles for using Educational Technology at Douglas College.
- Reviewing and prioritize proposed Educational Technology initiatives (Ed Tech Project Process) to inform the priorities of the Centre for Educational and Information Technology (CEIT).

- Work with the Educational Technology Forum to provide guidance about principles and strategies, provide input about their work, review proposals, and make timely decisions.

### **Membership:**

- Vice-President, Educational Services (Chairperson)
- Chair of Educational Technology Forum
- Director, Centre for Educational and Information Technology
- Director, Finance
- 2 Deans or Associate Deans (selected by VPAC)

### **The role of the Chair:**

- Prepare an agenda for each meeting using input from the committee members.
- Ensure that the meeting agenda and any relevant materials are distributed to all members of the committee at least one week prior to the meeting.
- Maintain the focus on meeting topics.
- Serve as the liaison to SMT.

### **Structure:**

The Technology Steering Committee will meet when necessary and as often as needed to accomplish its duties, usually at least three times per year.

### **Reporting:**

The Committee reports regularly to SMT about its activities, issues, and related recommendations. In addition, it publishes meeting agendas, minutes and supporting documents so that members of the college community are aware of the work and recommendations of the committee.