

Instructional Technology Committee Charter

Committee Description & Purpose

The Technology Governance process at the Georgia Institute of Technology exists to provide the mechanism by which enterprise technology investments, programs and policies are vetted, approved, prioritized and monitored throughout the lifecycle. The Instructional Technology Committee is one of several functional committees within this process and operates under the guidance and oversight of the Technology Governance Steering Committee (TGSC). The purpose of the Instructional Technology Committee is to provide the TGSC with expert advice and counsel on any and all matters related to the needs, designs, solutions and related systems as they pertain to instructional technology.

Guiding Principles for Technology Governance

Each of the functional committees operating within the technology governance process will adhere to the following guiding principles:

- *Strategic Alignment*: Advise and coordinate the enterprise IT portfolio and policy with institutional priorities.
- *Learning and Research Impact*: Measure the impact of the portfolio on learning, scholarship, and research.
- *Transparency*: Decisions and actions made with full transparency, and clearly communicated to the Institute as a whole.
- *Value Delivery*: Continuously assess the value proposition of the portfolio.
- *Resource Impact*: Consider the impact on institutional resources: human, financial, space, equipment, etc.
- *Risk Management*: Consider & account for risks as they are related to strategic initiatives.
- *Performance Measures*: Review and advise on portfolio performance against strategic priorities of the Institute.
- *Innovation*: Identify, assess, and advise on innovation opportunities across enterprise IT.

Responsibilities of the Committee

The Instructional Technology Committee is comprised of people that are Subject Matter Experts (SME's) in the instructional technologies employed by the Institute. This group will focus on the following responsibilities to fulfill its mission of technology governance oversight:

Committee Staffing: The Co-Chairpersons of the Committee will determine what staffing is needed to support the Committee's responsibilities. Committee staffing should include SME's from multiple Institute constituencies as appropriate.

Sub-Committees: The Committee will have the authority to create sub-committees to address specific short term issues that arise, or permanent sub-committees as needed to fulfill the Committee's mission.

Project/Program review: Review and make a recommendation to the TGSC regarding approval/denial of program, project, policy, initiative, and investment proposals. Decisions will be based on the knowledge and expertise of Committee members and other perspectives as appropriate.

Scope

Systems, solutions, and policies that enable & support instruction, whether those systems are used in the classroom or elsewhere. Examples might include LMS, integrated learning support applications, priorities established by EIC, and learning analytics/student engagement solutions.

Responsibilities of Committee Members

Committee members should review materials provided prior to each meeting, and conduct any additional inquiry or research so they can come to the meeting prepared to discuss topics from an informed position.

Committee members are expected to attend each of the regular meetings as well as additional meetings if at all possible. If a member is unable to attend a meeting, instead of sending a delegate in their place they should work with the Co-Chairpersons or the Co-Chairpersons' designee to review the content of the meeting and provide their input to any decisions made during the meeting.

A representative from Georgia Tech Strategic Consulting will serve in a non-voting capacity on the Committee to facilitate the Committee's activities, help drive decisions, provide thought leadership regarding governance, and coordinate with the Committee Co-Chairperson to facilitate the functions and operations of the Committee and any affiliated sub-committees.

Committee Membership

Committee membership will consist of the following:

OIT Co-Chairperson

Non-OIT Co-Chairperson

Additional Committee members to be determined by the Co-Chairpersons with approval from the TGSC

Appointments to the Instructional Technology Committee will be approved by the TGSC and members will serve two year terms beginning January 2017. To avoid having all terms be coterminous, half of the initial appointments will be for a single year beginning January 2017. Members that are initially appointed for one year will be identified at the time of appointment and subsequent appointments to those positions will be for two year terms.

Meetings

The Committee will meet at least quarterly with additional meetings called as needed at the discretion of the Committee Co-Chairpersons. Quarterly meetings will be scheduled at least one (1) month in advance. Additional meetings will be scheduled with as much advance notice as possible, with the goal being to provide sufficient notice to the Committee members to facilitate their participation.

Communications

Following each meeting of the Committee, a report detailing any decisions/recommendations reached will be forwarded to the TGSC and will be posted on the Technology Governance website.

Periodic Review

This charter, any additional governing documents, and the make-up of the Committee will be reviewed at least annually to determine if any changes are needed to any aspects of the Committee's structure, membership or operating procedures.

Approved by Co-Chairpersons of Instructional Technology Committee:

_____ Date: _____
Matt Lisle

_____ Date: _____
Pam Buffington

Approved by Chairperson of Technology Governance Steering Committee:

_____ Date: _____
Mark Hoeting