

**College of Education**  
**Technology and Instructional Resources Committee**  
Policies and Procedures

Section 1: Composition of the Technology and Instructional Resources Committee

**Committee Membership:** The membership of the committee includes six full-time, non-administrative faculty members and two-ex-officio members. Each of the three departments will have two representatives. Ex-officio members will include one representative each from the IRC and the administrative staff. All terms will be for a period of two years. Departments will elect a new member each year so that beginning and ending dates on terms are staggered. Other members may be added as needed.

**Chair of the Committee:** The chair of the committee will be elected by majority vote of the committee at the first meeting of the academic year. The chair (or his/her representative) will convene meetings, coordinate the work of the committee, and serve as a liaison to the dean and Faculty Executive Committee.

Section 2: Policies and Procedures

1. Periodically review and, if appropriate, revise the College of Education (COE) technology plan.
  - 1.1 Update technology plan to reflect current goals and accomplishments.
  - 1.2 Examine congruence of technology plan with long-term COE and GSU technology goals.
  - 1.3 Review technology plan for congruence with accreditation standards.
2. Recommend policies and procedures regarding technology and instructional resources within the COE.
  - 2.1 Maintain a current inventory of all COE faculty, staff, and administrator hardware and software.
  - 2.2 List and disseminate IRC technology resources and utilization procedures.
  - 2.3 Communicate to COE personnel the technology equipment request protocol.
3. Consult, as needed, with the dean, department chairs, and/or IRC regarding the purchase of hardware, software, and other instructional resources.
  - 3.1 Develop prioritized technology requests for end-of-year funds using input from all COE personnel.
  - 3.2 Meet, as needed, with COE administrators regarding technology purchases.
4. Review the technology needs of faculty, student, and staff and recommend responses to those needs.
  - 4.1 Periodically survey faculty, staff and students as to their technology needs.
  - 4.2 Technology committee members assess their respective department members' needs through departmental venues.

4.3 Faculty, staff, and student technology needs are a regular agenda item for technology committee meetings.

5. Facilitate activities to increase faculty, staff, and student awareness of technology and instructional resources available in the COE and at the university level.

5.1 Maintain awareness of university-level technology initiatives and apprise COE personnel.

5.2 Schedule technology training, when appropriate.

5.3 Publish and, if appropriate, assist COE personnel with technology funding opportunities.