

ATAC Bylaws

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Article I. Object

Provide a University-wide forum for discussion of technology issues and the development of recommendations for strategic direction concerning the use of academic communication, computation, information, and instructional technologies.

Article II. Members

- A. The Advisory Committee shall consist of:
 - 1. The following ex-officio members without vote:
 - a. The Vice President for Academic Affairs or designee
 - b. The Vice President for Business Affairs or designee
 - 2. The following voting members:
 - a. One faculty representative from the College of Arts and Humanities*
 - b. One faculty representative from the Lumpkin College of Business and Applied Sciences*
 - c. One faculty representative from the College of Education and professional Studies*
 - d. One faculty representative from Library Services*
 - e. One faculty representative from the College of Sciences*
 - f. One faculty member appointed by Faculty Senate
 - g. One faculty member appointed by Council on Teacher Education
 - h. One faculty member appointed by Council on Graduate Studies
 - i. One faculty member appointed by Council on Academic Affairs
 - j. One Department Chair representative from the College of Arts and Humanities - Selected by the Council of Chairs
 - k. One Department Chair representative from the Lumpkin College of Business and Applied Sciences - Selected by the Council of Chairs
 - l. One Department Chair representative from the College of Education and Professional Studies -Selected by the Council of Chairs
 - m. One Department Chair representative from the College of Sciences - Selected by the Council of Chairs
 - n. One Dean from: Lumpkin College of Business and Applied Sciences or College of Education and Professional Studies - Selected by the Council of Deans
 - o. One Dean from: College of Arts and Humanities or College of Sciences - Selected by the Council of Deans
 - p. One Dean from: School of Continuing Education; Library Services; Graduate School; or University Studies - Selected by the Council of Deans
 - q. Two student representatives appointed by Student Government
 - r. Associate Vice President for Information Technology Services

- s. Director of User Services
- t. Director of Information Systems and Services
- u. Coordinator, Distance learning
- v. Head of Media Services - Booth Library

* Faculty selected in consultation with the College Administrative Council

B. Terms of Service:

Those members appointed, or representative of a body, shall have two year staggered terms of service. The student representatives will have one year appointments.

Article III. Officers

- A. The Vice President for Academic Affairs or designee shall serve as Executive Officer and Chair of the committee.
- B. The Vice President for Business Affairs or designee shall serve as Vice Chair of the Committee and shall assume Executive Officer duties in the absence of the Chair.
- C. The Executive Officer of the Committee shall make provisions for a secretary to record, maintain, duplicate and distribute the minutes of the Committee and to otherwise assist with the business of the Committee.

Article IV. Committees

The Committee may have subcommittees, ad hoc committees, and task forces as deemed necessary.

Article V. Jurisdiction and Procedures

- A. Jurisdiction and duties of the Academic Technology Advisory Committee
 - 1. With an unfettered "over the horizon" perspective, plan for the long-range use of academic communication, computation, information technologies and instructional technologies consistent with and supportive of the EIU Constitutional Plan;
 - 2. Facilitate integration and coordination of communication and information (voice, video, and data) technologies with a focus on achieving a dividend from the University's investments in technology (Article V, Paragraph A.1.b);
 - 3. Recommend implementation of new technology, technology renewal strategies, and integration of technology into the curriculum and faculty professional technical and instructional methodology development (Article V, Paragraph A.1.c.6 and Article V, Paragraph A.1.a);
 - 4. Recommend standards for University-supported hardware including computers, connectivity, compatibility, classroom instructional support, and related technologies;
 - 5. Recommend standards for University-supported software including database, word processing, spreadsheets, other desktop application software, operating systems, virtual learning environments, and related technologies;
 - 6. Incorporating existing unit technology plans and goals, develop a long-range (three-to-five-year) institutional technology plan to serve as a framework for prioritizing University investments in major computer hardware, software, and related technologies facilitating the integration of technology in the curriculum and the improvement of teaching and learning;
 - 7. Advocate and facilitate the exploration and pilot application of new and emerging electronic technologies;
 - 8. Receive and review proposals and make recommendations for the use of student technology fee revenues;

9. Provide a forum for communications regarding general technology initiatives taking place in the academic areas (Article V, Paragraph A.2).
- B. Communications and Implementation of Actions taken by the Committee
 1. Minutes of the committee, including recommendations, shall be distributed to the committee as well as posted electronically for campus distribution.
 2. Suggested changes in University policy shown in the Minutes shall be considered as recommendations to the President's Council for action.
- C. Procedures of the Academic Technology Advisory Committee
 1. Meetings
 - a. Meetings of the Committee shall be on quarterly basis or at the request of the chairperson, or in his/her absence by his/her designee.
 - b. A quorum shall consist of one member over 50% of the membership.
 - c. All meetings shall be open.
 2. Agenda preparation
 - a. The agenda of each meeting shall be available to all members of the Committee one week in advance of the meeting. It is recommended that this be published as a supplement to the minutes of the previous meeting or with the notice of the next meeting.
 - b. Responsibility for preparation of the agenda rests with the Executive Officer of the Committee.
 - c. By common consent of the members of the Committee, changes may be made in the agenda before or during the meeting and any member may request the addition of an item to the agenda.
 - d. Although items will be added to the agenda in the order in which they are received, circumstances may make it desirable to consider items in other than their assigned order and such a change may be made by the Executive officer.
 3. Handling of Proposals
 - a. All proposals to the Committee should be in written form. Twenty-five copies should be delivered to the Executive Officer.
 - b. Proposals may originate with departments, curriculum committees, individual faculty members, administrative officers, members of the Committee or students. The Committee reserves the right to refer proposals to what it considers the proper department, committee, or executive office of the University for recommendation prior to giving the proposal extended consideration.

Article VI. Parliamentary Authority

Any procedural questions not covered by the foregoing rules shall be determined by the current edition of Robert's Rules of Order Newly Revised.

Article VII. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Committee by a two-thirds vote, providing the amendment has been submitted in writing at the previous regular meeting.

Approved: February 26, 1999
(Revised March 18, 1999)