Type of group: Council

The Academic and Student Affairs Technology Council (herein called the Council) is an ongoing Council with an advisory role to the Senior Vice Chancellor of Academic and Student Affairs.

Charge: *(Indicate the main purpose of the group)*

The Council will be the principal group responsible for advising the Senior Vice Chancellor of Academic & Student Affairs on all academic and student service related technologies that are piloted, adopted, and/or licensed for use across the Minnesota State system.

Roles & Responsibilities: *(What tasks/milestones will this group achieve?)*

1. Provide governance and act in an advisory function for existing academic, instructional, and student service technologies used by our colleges and universities.
2. Function as the advisory body for the Learning Management System shared across all colleges and universities.
3. Make recommendations to the Senior Vice Chancellor on academic and student affairs technologies that should be adopted and supported as "enterprise" tools. The recommendations should include how the technologies will be obtained (e.g., built, licensed or purchased), delivered, funded, and supported. The recommendations should result from a process of discovery, investment analysis, adoption and implementation planning.
4. Complete a report with recommendations and goals to the Senior Vice Chancellor of Academic and Student Affairs after the last meeting of the year.

Discovery

1. Identify innovative and emerging technologies in use at our colleges and universities.
2. Identify technologies that have the greatest potential to facilitate and enhance effective teaching and learning and which support student success.
3. Share information about promising technologies and resources with system colleges and universities.

Investment Analysis

1. Establish and use a set of criteria by which technologies are recommended for adoption, funding and support. The criteria will include: achievement of teaching and learning

outcomes, efficient use of resources, reduction of redundancy, provision of common training, and sharing of common practices.
2. Develop and implement a process by which potential academic and student service related technologies are reviewed for adoption.

Adoption and Implementation Planning

1. Act as a resource for Information Technology Systems (ITS) in the implementation and support of Council recommendations.

Review and Assessment

1. Evaluate the effectiveness of system-supported academic and student service related technologies.
2. Recommend changes to system-supported technologies in light of the effectiveness criteria.
3. Recommend changes such as software upgrades, planned downtimes, data retention, and integration with other technologies, based on academic requirements and support resources required.
4. Identify and recommend high-quality faculty and staff development opportunities, including software training and end-user support.

Scope (*i.e., boundaries of the project*)

- In Scope: The Council will advise and make recommendations to the Senior Vice Chancellor of Academic and Student Affairs on educational technologies, including instructional related tools, online learning technologies and services, instructional media delivery, library technologies, and other instructional and student services technologies that have system wide application.

- Out of Scope: TBD

Duration and Time Commitment: *(How long will this group be meeting, how often?)*

The Council typically meets 4-5 times each academic year on a schedule and using formats agreed upon by the consensus of the Council. The system office will pay travel expenses for faculty and student members as needed. Institutions are expected to pay expenses for administrators.

Meeting Times and Dates:

The Council typically meets 4-5 times each academic year on a schedule and using formats agreed upon by the consensus of the Council. The system office will pay travel expenses for faculty and student members as needed. Institutions are expected to pay expenses for administrators.

Membership: *(Indicate how membership in the group is determined and who is leading the group)*

The Council is comprised of members representing the following groups. The appointing authorities listed below will appoint members to the Council.

- College Students: Appointed by LeadMN, two (2) members
- University Students: Appointed by Students United, two (2) members
- College Faculty: Appointed by Minnesota State College Faculty (MSCF), three (3) members
- Professionals: Appointed by the Minnesota Association of Professional Employees (MAPE), three (3) members
- University Faculty: Appointed by the Inter Faculty Organization (IFO), three (3) members
- Minnesota State University Association of Administrative & Service Faculty: Appointed by the Minnesota State University Association of Administrative & Service Faculty (MSUAASF), three (3) members
- College and University administrators: Two (2) administrators from colleges and two from universities
- System Office Academic & Student Affairs Division Staff: Appointed by the Vice Chancellor, staff may include one (1) Associate Vice Chancellor or designee, two (2) System Office staff
- System Office Information Technology Services Division Staff: Appointed by Vice Chancellor staff may include, two (2) members
- Council Leaders: Chair and chair-elect, each to serve a one-year term. The Chair will be selected from the members of the Council by consensus of the members. The chair and the Vice Chancellor designee will be responsible for identifying issues to be discussed by the council.

Expectations of Committee Members: Members are expected to:

- Attend and participate in meetings as scheduled.
- Represent the positions of their constituents.
- Work with all members to build consensus in Council decisions and recommendations.
- Respond objectively to subcommittee reports.
- Provide recommendations to the Senior Vice Chancellor that meet student, institutional and system needs.
- Communicate discussions and recommendations back to their constituents.

Resources: *(what will the group need access to in order to do their work?)*

- SharePoint collaboration site used to disseminate Council meeting materials
- Web conferencing service used to allow Council members to participate at a distance when in person presence is not possible.

Consultation Process: *(how will the work of the group be communicated and to whom?)*

In order for the committee to function in the most effective manner, standing or ad hoc (short-term) committees be formed to address specific areas addressed in the council charge. These committees may include subject matter experts that are not currently serving on the main Council.

Committees forward recommendations to the Council for submitting recommendations to the Senior Vice Chancellor.

Links: *(List other groups or projects that are linked to the work of this group)*

- Learning Environment - Committee (Standing)
- Media Management and Web Conferencing - Committee (Standing)
- Accessibility Committee (Ad hoc)

System Office Staff Support: LaShawnda Ford (LaShawnda.Ford@minnstate.edu), 651-201-1451

Questions or Clarification: (*who should people contact if they have questions about the group?)* Scott Wojtanowski (Scott.Wojtanowski@minnstate.edu), 651-201-1751

Revised: 12/16/11; 1/6/12; 12/10/13; 06/24/15; 07/20/15; 9/9/15; 10/13/15 approved; 9/13/17)