IT Prioritization Committee Charter
EDUCATIONAL TECHNOLOGY COMMITTEE

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UW-Platteville’s IT Prioritization model is composed of four committees (Executive IT, Administrative Systems, Educational Technology, and Infrastructure), with members representing all facets of the University who are interested in and/or responsible for the operation, maintenance, or enhancement of information technology on campus. The goals of the IT Prioritization committee structure are to:

- Align IT investment with the strategic mission, direction, and initiatives of UW-Platteville
- Establish IT policies that support strategic, campus-wide IT priorities
- Oversee the overall funding model for IT expenditures on campus
- Define technical standards and ensure institution-wide IT infrastructure services align with constituent needs
- Establish best practices and tools for IT across campus

In concert with the Project Management Center of Excellence (PMCOE), the the Assistant Vice Chancellor for Information Technology/Chief Information Officer is charged with supporting the processes and functions of all IT Prioritization committees.

Educational Technology Committee

The Educational Technology Committee, chaired by TBC, provides oversight and sets priorities for the use of educational technologies that support the teaching and learning environments at UW-Platteville. The committee is an opportunity for key stakeholders across the University to work together to create a robust and sustainable educational technology environment. The committee is responsible for taking an institution-wide approach to assessing how UW-Platteville should implement educational technology strategy, policies, and processes to support excellence and innovation across its teaching and learning activities.

Structure

The TBC serves as chair. Members include a Faculty member from each College, a Provost’s appointee, the ICET Director or permanent designee, a Media Technology Services representative, the Assistant Vice Chancellor for Information Technology/Chief Information Officer, the Director of Social Community, a PMCOE representative (support), and an administrative OIT staff member (LTE support).

This committee will operate within, and leverage the framework of, the campus IT Prioritization process, and will report to the Executive IT Committee, of which its chair will be a member.

Responsibilities

1. Evaluate the information technology needs of faculty and students, and assess the impact of technologies on the educational mission of the University
2. In an institution-wide context, prioritize individual requests for educational technology-related projects/investments/grants including, where appropriate, the development and/or review of business case analysis
3. Recommend new educational technology services, support systems, models, best practices, and policies
4. Identify and recommend cost-effective tools that integrate with existing systems and support innovative teaching and learning
5. Evaluate the cost and effectiveness of existing educational technologies (e.g. learning management system) and make recommendations for improvements
6. Evaluate educational technology funding models
7. Communicate educational technology policies and provisions to faculty, staff, students, and administration
8. Provide communications on decisions, projects, and initiatives as they relate to educational technology
9. Coordinate educational technology practices and innovations with regional/national/international educational technology organizations

**Operating Procedure**

The Educational Technology Committee will meet twice a month to discuss and make decisions relating to the topics identified above. Urgent issues may be dealt with via email or additional meetings may be scheduled as needed.

Membership to all IT Prioritization committees requires personal attendance. No substitutes will be permitted in place of formal committee members.

Small projects below $10,000 and/or 40 staff hours are prioritized by the Educational Technology Committee in partnership with the Office of Information Technology and the PMCOE without needing approval by the IT Executive Committee. Larger projects will be vetted by the Educational Technology Committee before, if approved, being sent to the IT Executive Committee for further review.

**Members (Chair TBC)**

Selected individuals (11, including support):
- Faculty Member, BILSA – chosen from AITC membership
- Faculty Member, LA&E - chosen from AITC membership
- Faculty Member, EMS - chosen from AITC membership
- Provost's appointee
- Media Technology Services representative
- ICET Director or permanent designee
- Student Representative(s) (STAC)
- Assistant Vice Chancellor for Information Technology/Chief Information Officer, Sue Traxler
- Director of Social Community
- Project Management Center of Excellence Director or Project Manager (Support)
- Administrative Staff Member (LTE Support)

Members of the Educational Technology Committee will serve two year renewable appointments. Membership may evolve as the IT Prioritization model matures. Identified roles are voting members, unless indicated as 'support'. All meetings will provide opportunity to include others when projects and/or agenda are of interest/concern.