

<p style="text-align: center;">Technology and Operations Council Charge regarding Information Technology Strategic Initiative</p>

Preamble

As you are aware, the Technology and Operations Council presented the Strategic Plan for Information Technology at the 2 November 2000 Faculty Senate meeting. The strategic plan will be part of an overall framework for the use of IT in the University. The IT standards will support and provide more detail for the IT architecture, which will support the guiding principles, goals, and strategies defined in the Strategic Plan. The Strategic Plan will support the enterprise in meeting its goals and objectives. The plan is a living document, intended to be changed as the University's needs continue to evolve and change.

Charge

The Faculty Senate Executive Board charges the Technology and Operations Council with the ongoing task of reviewing the Strategic Plan for Information Technology and its implementation and making any necessary recommendations or updates to the Faculty Senate.

Report Date

This is an ongoing charge. Please plan to report to the Faculty Senate at each April meeting.

<p style="text-align: center;">Technology and Operations Council Charge regarding a Student Information System</p>
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Preamble

The current student information system (ISIS) has been in place for twenty years and is barely meeting the University's needs. A steering committee has been formed to study possible replacement of ISIS. The committee membership includes representatives from the administration, faculty, staff, and students.

Charge

The Faculty Senate Executive Board charges the Technology and Operations Council with the ongoing task of reviewing the progress of the committee studying the replacement of ISIS and making any necessary recommendations or updates to the Faculty Senate.

Report Date

This is an ongoing charge. Please plan to report to the Faculty Senate at each April meeting.

Technology and Operations Council Charge regarding an E-mail Policy

Preamble

Since its inception, e-mail has continued to grow as a preferred form of communication on the University's campus. Members of the University community are encouraged to use e-mail for University-related activities and to facilitate the efficient exchange of useful information. However, we continue to utilize e-mail without any rules, guidance, or policies. Developing standardized rules and procedures is a necessity for the University. To some, e-mail exists as an informal, private method of communication. Some people write things they would never say in person or write on paper. Conversely, some organizations view e-mail as property of the organization and subject to review by organizational members other than the writer.

Charge

The Faculty Senate Executive Board charges the Technology and Operations Council with the task of developing guidelines for the use of electronic mail to ensure that students, faculty, and staff share a common understanding of the appropriate use of information technology. The council is advised to consider, but not limit its deliberations to, the following topics:

- acceptable use,
- business-related use,
- personal use,
- commercial use,
- security and privacy,
- illegal use, and
- enforcement.

The council is advised to include in its discussions any parties affected by or responsible for any recommendations or suggested implementation.

Report Date

The council's final report should be submitted to the Faculty Senate Executive Board by **1 November 2003**, for presentation to the Faculty Senate at the **December 2003** meeting.

<p style="text-align:center">Campus Planning and Finance Council and Technology and Operations Council Charge regarding Classroom Development</p>
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Preamble

The use of technology in higher education continues to grow and develop on the University's campus. In his 1 February 2001 State of the University Address, former President Floyd included in one of his four initiatives the need "to build and strengthen our information technology systems within and outside our classrooms." In order to meet this goal, the University's classrooms must accommodate current and future technology needs of faculty and students.

Typically, classrooms fall into one of four general categories:

- Basic – General purpose classrooms that have no permanent installed technology, but have an environment conducive to the use of mobile technology;
- Basic plus – Small to medium size general purpose classrooms that have basic video playback equipment and offer an environment conducive to the use of mobile technology;
- Mid-range – General purpose classrooms with installed video/data projectors, VCR, and the ability to connect a laptop;
- Advanced technology – General purpose classrooms with installed video/data projectors, VCR, PC and MAC computers, auxiliary inputs, and a touch screen system controller.

Charge

The Faculty Senate Executive Board charges both the Campus Planning and Finance Council and the Technology and Operations Council to work together to develop recommendations to upgrade classrooms to meet the technology needs of faculty and students. The councils are advised to consider, but not limit deliberations to, the following questions:

- What is the faculty use of, or need for, specific equipment?
- What type of fixed or mobile technology will meet the needs of faculty?
- What are the priorities in terms of renovation?
- What infrastructure changes are required (i.e., support staff)?
- What security issues need to be addressed (i.e., property theft and damage)?

The councils may wish to complete this charge by establishing a conference committee with, perhaps, two representatives from each council. The council is advised to include in its discussions any parties affected by or responsible for any recommendations or suggested implementation.

Report Date

A joint, final report should be submitted to the Faculty Senate Executive Board by **1 November 2003**, for presentation to the Faculty Senate at the **December 2003** meeting.

Technology and Operations Council

Charge regarding a Computer Replacement Initiative

Preamble

Various targeted initiatives have aided the University in the acquisition of technology hardware and software. However, the rapid development of technology causes the University's equipment to become quickly outdated. As another Michigan institution of higher education has found:

"As faculty and staff work to incorporate technology into their everyday work processes, they must have computer systems that allow them to take advantage of advances in both hardware and software. Careful balance between the stresses introduced by trying to force tools to accomplish tasks for which they were never intended and the stresses of adopting new tools must be a central consideration. A replacement cycle that recognizes the rate of change in the computer industry, cost, and the differing levels of expertise among faculty and staff computer users is required."

(<http://ucinfo.emich.edu/ict/netgrp/papers/comprep.pdf>)

Charge

The Faculty Senate Executive Board charges the Technology and Operations Council with the task of studying the feasibility of a computer replacement cycle for the University and recommendations for policies and procedures for implementing such a program. The council is advised to consider, but not limit its deliberations to, the following questions:

- Who should participate in the program, and at what level?
- How will the scheduling work?
- What definitions will be used to determine which staff require a computer?
- What are the criteria for participation?
- What infrastructure and processes are needed to ensure complete system delivery and installation?
- How should older systems be recycled?

The council is advised to include in its discussions any parties affected by or responsible for any recommendations or suggested implementation.

Report Date

The council's final report should be submitted to the Faculty Senate Executive Board by **1 March 2004**, for presentation to the Faculty Senate at the **April 2004** meeting.

<p style="text-align: center;">Technology and Operations Council Charge regarding Wireless Technology</p>

Preamble

As the integration and pervasiveness of technology in our daily lives increases at a rapid pace, the inclusion of technology in teaching and learning is almost unavoidable. Former President Floyd's wireless campus initiative brought the issue to the top of the University's priorities. Despite the growing desire and need for ubiquitous computing, little research has been conducted regarding the pedagogical strategies, perspectives, and challenges in joining traditional teaching methods with wireless technology.

Charge

The Faculty Senate Executive Board charges the Technology and Operations Council with the task of developing strategies for integrating wireless technology in the classroom in order to capitalize on the capacity of technology to provide different learning experiences.

The council is advised to include in its discussions any parties affected by or responsible for any recommendations or suggested implementation.

Report Date

Please submit your report to the Faculty Senate Executive Board by **1 March 2004**, for presentation to the Faculty Senate at the **April 2004** meeting.

<p style="text-align: center;">Technology and Operations Council Charge regarding a Technology Assessment Instrument</p>
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Preamble

As the use of technology becomes increasingly integrated into the classroom and curricula, the need for a technology assessment instrument grows. Little research has been conducted regarding the effects of technology on teaching and learning. Some research has shown that technology may be used inappropriately in the classroom, perpetuating old models of teaching and learning. The use of technology should be examined to ensure that advanced technological knowledge and resources are being used to extend and enhance human capabilities.

Charge

The Faculty Senate Executive Board charges the Technology and Operations Council with the task of developing an assessment instrument to evaluate the impact of technologies on teaching and learning. The council is advised to consider, but not limit its deliberations to, the following questions:

- What value-added benefit, if any, does technology bring to the classroom?
- How is knowledge development changed, enhanced, or modified by technology?
- When does technology work best in the classroom and under what conditions?
- How does a technology expand student-learning outcomes?
- How does a technology expand teaching and instruction expectations?

The council is advised to include in its discussions any parties affected by or responsible for any recommendations or suggested implementation.

Report Date

Please submit your report to the Faculty Senate Executive Board by **1 March 2004**, for presentation to the Faculty Senate at the **April 2004** meeting.

<p style="text-align: center;">Technology and Operations Council Charge regarding University Computing Infrastructure</p>

Preamble

For several years now, Western Michigan University has been expanding away from the main campus. With the relocation of the College of Engineering and Applied Sciences and the addition of the Business, Technology and Research Park, it has become necessary to connect yet another facility to not only the main campus, but to the other various off-campus facilities. As the University continues on this path of expansion, the task of maintaining and ensuring technological support at the various locations will continue to grow.

Charge

The Faculty Senate Executive Board charges the Technology and Operations Council with the task of studying the current University computing infrastructure, and developing recommendations in support of the University's mission and goals. The council is advised to consider, but not limit its deliberations to, the following topics:

- branch campuses,
- logistics and maintenance of various networks,
- research needs of the University, and
- effects on the traditional faculty roles (i.e., teaching, research and service).

The council is advised to include in its discussions all parties affected by or responsible for any recommendations or suggested implementation.

Report Date

Please submit your report to the Faculty Senate Executive Board by **1 March 2004**, for presentation to the Faculty Senate at the **April 2004** meeting.

<p style="text-align: center;">Technology and Operations Council Charge regarding Electronic Communication</p>
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Preamble

Electronic communication has many potential advantages over print communication. Electronic communication is cheaper, faster, more mobile, and more linkable. These advantages led many to predict that we would move to paperless communication by the end of the 20th century. There are many reasons for the slow transition to paperless communication. Perhaps the two most important are the inability to ensure access for all constituency groups and the lack of user-friendly electronic formats. Often, a printed copy of a form is easier to read and complete than an electronic copy.

The considerable increase in the number of students at the University, without compensating resources from the state, have led several departments and offices to consider electronic communication methods to keep in touch with faculty, staff, and students. The use of electronic communication may result in budgetary benefits to the detriment of other factors.

Charge

The Faculty Senate Executive Board charges the Technology and Operations Council with the task of developing standards, policies, and procedures for communicating with the University's constituents via electronic methods. Some topics to consider might include communicating the transition to electronic formats, accessibility, evaluation and assessment of each method, budgetary implications, security, and file and data storage.

All parties affected by or responsible for any recommendations or suggested implementation should be included in the council's discussions.

Report Date

Please submit your report to the Faculty Senate Executive Board by **1 March 2005**, for presentation to the Faculty Senate at the **April 2005** meeting.