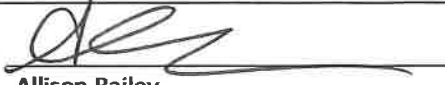


# UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

<b>Committee/Council Name:</b>		Academic Technology	
<b>Committee Type:</b>		<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc	
<b>Reports to:</b>		Provost and Vice President for Academic Affairs	
<b>Term/Date formed:</b>		2023-2024	
<b>Membership (Describe in general terms who should serve on the committee/council): Total = 11</b>			
<i>Faculty Senate Member(s):</i>		1 Faculty Senator	
<i>Staff Senate Member(s):</i>		N/A	
<i>Faculty/Staff Members:</i>		CAES-2; CHS-1; VPIS-3; VPAA-1 (Director of Professional Learning Center for Faculty and Staff)	
<i>Student Members:</i>		N/A	
<i>Ex Officio Members:</i>		Director, Professional Learning Center for Faculty and Staff	
<b>Officers (Describe in general terms who should serve as officers):</b>			
<i>Chair:</i>		Director of Professional Learning Center for Faculty and Staff	
<i>Secretary:</i>		Appointed	
<b>Charge (Describe the charge or purpose of the committee/council):</b>			
The Academic Technology Committee is charged to provide guidance on all types of technology used for academic purposes at the University of Louisiana Monroe. The committee submits recommendations to the Provost & VPAA for approval.			
<b>Rotation Rules (List the rules that govern how committee/council membership changes with time):</b>			
The committee will consist of permanent members appointed by the Provost & Vice President for Academic Affairs and the Vice President of Information Services			
<b>Duties of Members (Describe the duties expected of each committee member)</b>			
<i>Chair:</i>		The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.	
<i>Secretary:</i>		Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.	
<i>Faculty Senate Member(s):</i>		N/A	
<i>Faculty/Staff Members:</i>		Participate in committee responsibilities	
<i>Student Members:</i>		N/A	
<b>Last updated</b>	<input checked="" type="checkbox"/>	Date: 9/26/23 Fall 2023	Signature:  Chair Allison Bailey
<b>Last reviewed</b>	<input checked="" type="checkbox"/>		