

## **TECHNOLOGY ADVISORY BOARD**

### **1. Terms of Reference**

As an advisory body to the Dean of the Faculty of Education, the Technology Advisory Board shall:

- 1.1 Recommend to the Dean policies for the integration of technology into teaching and learning, research, and administration.
- 1.2 Advise the Dean on priorities for the deployment of resources to support the integration of technology into teaching and learning, research, and administration.
- 1.3 Recommend to the Dean procedures for the integration of technology in teaching and learning, research, and administration.
- 1.4 Review and update the Faculty of Education Technology Integration Plan at least once every two years.
- 1.5 Monitor the implementation of the action plan in the Technology Integration Plan at least once every year.
- 1.6 Recommend to the Dean proposals and coordinate efforts to obtain financial support for the integration of technology into teaching and learning, research, and administration.
- 1.7 Adjudicate applications for Support for Technology Advancement in Research on Teaching (*START*) grants and any other technology initiatives as required.

### **2. Composition**

#### 2.1 Statutory Members

- 2.1.1 The Dean of the Faculty of Education or an Associate Dean, who shall be Chair.

#### 2.2 Appointed Members

Members shall be appointed by the Chair in consultation with the Dean:

- 2.2.1 A minimum of five tenure-track faculty members, at least one from each department
- 2.2.2 Administration
- 2.2.3 Division of Technology in Education
- 2.2.4 Professional Development
- 2.2.5 Herbert T. Coumts Library
- 2.2.6 One member from distributed delivery programs
- 2.2.7 One graduate student

- 2.2.8 One member from Department of Computing Science
- 2.2.9 One member from Centre for Teaching and Learning

- 2.3 One undergraduate student chosen in consultation with the Education Students' Association.
- 2.4 Up to one member at large chosen by Chair in consultation with committee members and the Dean

### **3. Procedures**

- 3.1 The term of office of board members shall be two years. Membership will be staggered to provide continuity.
- 3.2 A schedule of monthly meetings of the Technology Advisory Board shall be set by the Chair and communicated to board members early in the Fall term.
- 3.3 A Support for Technology Advancement in Research on Teaching (START) adjudication committee, consisting of the Chair of the Technology Advisory Board, one graduate student, and two members of the Board shall be struck each year.
- 3.4 Any additional adjudication committees for technology initiatives shall be struck as required.
- 3.5 Quorum shall consist of those members present.

*Updated: September 15, 2010*  
*May 20, 2009*