TECHNOLOGY ADVISORY BOARD
(revised January 27, 2015)

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 designate who shall be Chair (designate would normally be a Vice Dean or Associate Dean)
2.1.2 Associate Dean, Research
2.1.3 Assistant Dean, Academic Technologies
2.1.4 Associate Dean, Undergraduate Student Services
2.2 Appointed Members

2.2.1 One full time academic member from each department/school chosen by the Department Chair in consultation with the Dean
2.2.2 Herbert T Coutts Library representative
2.2.3 The Relationship Manager from IST
2.2.4 One graduate student chosen in consultation with the Dean
2.2.5 One undergraduate student chosen by the Education Students’ Association in consultation with the Associate Dean Undergraduate
2.2.6 Up to two members at large chosen by the TAB Chair in consultation with board members and the Dean according to prioritized initiatives.

3. Procedures

3.1 The term of office will be two years for 2.2.1 to 2.2.3 and one year for 2.2.4 to 2.2.6.
3.2 The TAB Chair to be appointed by the Dean.
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.
3.6 TAB members may send a delegate to meetings when they have a scheduling conflict. The TAB Chair should be notified ahead of time.
3.7 An annual report will be submitted to the Dean each fall to be shared with Faculty Council.

Updated:
January 27, 2015
September 19, 2012
September 21, 2011
September 15, 2010
May 20, 2009