BRONX COMMUNITY COLLEGE

Technology Oversight Committee

Charter

The purpose of this document is to provide, in summary form, a general understanding of the TOC Committee objectives, purpose, structure and procedures.

OBJECTIVE AND SCOPE

The Technology Oversight Committee "TOC" is established to build collaboration, communication, transparency, and continuous improvement into every aspect of Bronx Community College technology operations and support. The Technology Oversight Committee advises the President and Cabinet on the strategy, adoption and implementation of the BCC technology plan.

PURPOSE

The purpose of the TOC is to provide a collaborative forum for discussion, recommend technology strategies and inform the College community on how technology can be utilized to transform institutional operations and enhance academic excellence. The TOC makes recommendations to the Cabinet on technology expenditures.

Committee responsibilities may include the following:

- Discuss, review and align technology to institutional priorities and University initiatives, identifying and addressing existing technology challenges and needs;
- Support and advance technology innovation.
- Promote collaboration and shared priorities;
- Provide a forum for discussion and make recommendations for the development of funding requests;
- Assist in the development, review, implementation and reporting of an annual technology plan and related projects;
- Encourage training and information sharing regarding current technology, University initiatives, and industry best practices;

Specific tasks:

- Stimulate understanding, innovation and information regarding technology;
- Review alignment of the University master plan, BCC strategic and academic plans with the BCC technology plan;
- Identify baseline and benchmarks for technology services, programs, and goals;
- Maintain a master list of technology projects;

ORGANIZATIONAL STRUCTURE

The committee is co-chaired by the CIO and one Faculty representative from an Academic Department. Members of the TOC include:

- College CIO (co-chair)
- College Chief Information Security Officer (CISO)
- College Executive Director of Finance and Business
- College Executive Director of Human Resources
- College Chief Librarian
- College Director of the Center for Teaching, Learning and Technology (CTLT)
- One (1) representative from the President's Office
- One (1) representative from each Academic Department (Library represented by Chief Librarian)
- One (1) representative from the Office of Academic Affairs
- One (1) representative from the Office of Student Success
- One (1) representative from Administrative Affairs (Physical Plant Services, Public Safety, Campus Planning, Campus Services, Environmental Health and Safety)
- One (1) representative from Institutional Research
- One (1) representative from Advancement, Communication and External Relations
- One (1) SGA Executive Senator

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Representatives from administrative areas are designated by their appropriate Vice President. Representatives from each Academic Department are elected from within their respective department. The Faculty representative co-chair is elected by TOC members. Appointments/elections to the committee are for a two-year, renewable term for Staff and Faculty, one-year for Students.

PROCEDURES

Meetings: The TOC Committee will meet, at a minimum, monthly. At appropriate times, it may be necessary for the TOC or its subcommittees to establish ad hoc working groups for specific issues or projects. Ad hoc working groups will be given explicit, written charges and will be convened for a specified period of time.

Communication & Reporting: The TOC co-chairs bear responsibility for bringing all TOC recommendations, reports, etc. to the President and Cabinet. Biannual reports at the beginning of the fiscal and calendar year should be provided to Senate and other standing committees. Meeting minutes shall include the date, time, and place of the meeting, agenda items, and any action items, recommendations, and formal actions taken. Meeting minutes shall be distributed to the TOC prior to their review for approval. Approved minutes shall be posted on the College website for community access.