

Teaching and Technology Center Charter

To ensure that instruction at the Ephraim and Richfield campuses is both rich and exciting, the Dean's Council hereby establishes a Teaching and Technology Center (TTC), whose mission and structure are described below.

1. MISSION

The general mission of the TTC is the following:

- 1.1 to give faculty, adjunct faculty, and staff (Ephraim campus) access to instructional technologies (hardware and software) that would otherwise be too expensive or cumbersome for one department to maintain;
- 1.2 to train faculty and staff to use instructional technologies;
- 1.3 to be a clearinghouse for information about new and existing instructional technologies.

In short, the mission of the TTC is not to enhance instruction per se, but to give faculty and staff the tools to enhance instruction on their own.

2. THE TTC DIRECTOR

The TTC Director has training and experience in a wide variety of instructional technologies. In consultation with the TTC Advisory Committee, the Director must do the following:

- 2.1 purchase, install, and maintain all hardware and software for the TTC;
- 2.2 create and carry out a plan for training faculty and staff to use TTC resources and other instructional technologies;
- 2.3 train and advise Faculty and Staff Interns;
- 2.4 train and supervise employees of the TTC as required;
- 2.5 keep abreast of new technologies and their application to instruction, and share this knowledge with faculty and staff;
- 2.6 coordinate with individuals and groups on campus that affect instructional technology (i.e. iTeam and ITAC);
- 2.7 maintain the TTC budget;

- 2.8 serve as a standing member of the TTC Advisory Committee;
- 2.9 carry out policies and procedures made by the TTC Advisory Committee while ensuring that the TTC adheres to its mission;
- 2.10 submit regular reports to the Vice President for Academic Affairs;

3. THE TTC ASSISTANT

The TTC Assistant has some training and experience in a variety of instructional technologies. The Assistant helps the Director with as many training and technological duties as possible. As time allows, the Assistant also performs routine office duties. Specifically, the Assistant must do the following:

- 3.1 know how to use instructional technology in general and the TTC facilities in particular;
- 3.2 install and maintain hardware and software;
- 3.3 train faculty and staff to use instructional technology;
- 3.4 publicize TTC programs and facilities to faculty and staff;
- 3.5 ensure that the TTC remains open during business hours;
- 3.6 perform other duties assigned by the Director.

4. THE TTC ADVISORY COMMITTEE

The TTC Director takes advice from a committee with the following membership:

- the TTC Director;
- one full-time Faculty designated by each of the academic divisions on the Ephraim campus;
- one member of the staff appointed by the Vice President for Academic Affairs.

There are thus seven voting members in all. The committee has the following responsibilities:

- 4.1 to promote effective communication between the TTC and each member's constituents;
- 4.2 to propose and set TTC policies and procedures;

4.3 to approve any TTC purchase over \$500.00;

4.4 to approve applications from anyone who wishes to become a Faculty or Staff Intern;

5. FACULTY & STAFF INTERNSHIPS

Faculty and staff may apply for internships in the TTC. Most internships are for 1-2 semesters. An Intern works closely with the Director to enhance his or her technological skills by completing one or more instructional projects. Each Intern also creates and carries out a plan for sharing the benefits of this experience with other members of the faculty and staff.

The TTC Advisory Committee evaluates all applications and approves those most likely to benefit instruction. Preference goes to applicants who have not served as interns, and to applicants from under-represented areas. (Final approval must of course be granted by the applicant's supervisory body.)

6. ADMINISTRATION

The TTC is administered as follows:

6.1 the TTC Director reports to the Vice President for Academic Affairs and is a member of the Snow College Staff;

6.2 additional employees of the TTC report to the Director;

6.3 the TTC committee will approve a budget proposed and managed by the TTC Director at the beginning of each academic year;

6.4 with the following exceptions, the TTC Advisory Committee shall set its own bylaws;

6.5 the Vice President for Academic Affairs, the Division of Natural Science and Mathematics, and the Division of Social Sciences shall designate their representatives in odd-numbered calendar years; the Division of Business and Technology, the Division of Fine Arts, and the Division of Humanities shall designate their representatives in even-numbered calendar years;

6.6 each term of representation shall begin in September and last for two academic years with no limit of consecutive terms served;

6.7 a Committee Chairperson and scribe will be elected at the beginning of each Academic year to serve as one year positions.

6.8 the TTC Advisory Committee Chairperson may not also serve as the Chairperson of any standing Academic Council or Senate subcommittee, or as the President of the Senate.

7. AMENDMENTS TO THE CHARTER

The TTC Charter shall be amended in the following manner:

7.1 an Amendment must be presented by a member of the TTC Advisory Committee;

7.2 the TTC Advisory Committee must approve a written version of the amendment by a 2/3 majority;

7.3 the TTC Advisory Committee must submit the amendment for approval by the Vice President for Academic Affairs;

7.4 if the Vice President for Academic Affairs takes no action on the amendment within three weeks of having received it (holidays, vacations, and periods of illness excluded), the amendment will be enacted;

7.5 so that additions to the media and technologies supported by the TTC (enumerated in §8 below) can be made as developments occur and as circumstances dictate, such additions shall not require any amendment to this charter.

8. FACILITIES

The chart below lists examples of media and technologies that are available in the TTC. Faculty and staff can use TTC facilities independently (within TTC policies) or with the training and guidance of TTC personnel.

8.1 The **OUTPUT** column lists instructional enhancements that TTC clients can create in the TTC.

8.2 The **INPUT** column lists ways in which TTC clients can generate original media or "upload" media to TTC equipment.

8.3 The **MANIPULATION** column lists ways in which TTC clients can transform or combine media to create an enhancement.