Educational Technologies Advisory Committee (ETAC)

Sponsors

Provost

Vice President Information Technology & Analytics and Chief Information Officer

Responsibilities & Functions

This is a standing committee co-chaired by the Director, Center for Instructional Design & Educational Technology and one faculty member. The committee is an advisory group to the Provost, CIO, and leadership team of the Division of Information Technology & Analytics

ETAC will articulate and advance faculty priorities as they relate to teaching, learning, and research as it applies to the use of educational technology applications.

At the request of IT and/or Provost Office, the Educational Technologies Advisory Committee (ETAC) shall be responsible for:

1. Provide a review and recommendation for certain strategic applications to support teaching and learning. Examples may include requests for educational technology software acquisitions that fall into one or more of the following
   a. Cost more than ($5,000),
   b. Enterprise-level (or equivalent) LTI integration with the LMS,
   c. Technology needs outside of Single Sign On (SSO),
   d. Require significant resources to implement or support,
   e. Collects or processes personal identifiable information and/or data.
2. Members of the committee may be asked to facilitate and/or participate in portions of the implementation of new educational technologies including defining goals, processes as it relates to the implementation and adoption, milestones, and monitoring the completion of such;
3. Members of the committee may be asked to facilitate and/or participate in a periodic review of current IC supported educational technology applications used across the institution, and recommending the continuation, consolidation, or discontinuation of the use of each one.

The committee may establish sub-groups to review and advise on topic areas on an ongoing basis. Examples of possible sub-groups:

- Learning Management System (Canvas)
- Educational technology software applications that meet the requirements listed above
- Classroom technology and redesign
- Data privacy as it relates to teaching and learning
- Faculty technology survey
- Additional sub-groups as needed

V1.8: March 31, 2025

Membership

- Director, Center for Instructional Design & Educational Technology (co-chair)
- Faculty membership will include representation of 5-7 faculty members from multiple disciplines across campus to reflect a holistic view of academic areas.
    - One faculty committee member to be selected as co-chair
- Two student representatives, at least one representative from the Student Governance Council
- One Associate Dean
- One Associate Provost
- Director, Center for Faculty Excellence, or designated staff member
- Director, Student Accessibility Services, or designated staff member
- Ithaca College Librarian, or designated staff member
- Director, Office of Extended Studies

ETAC Administration

1. Appointments to ETAC – staff membership is by position title. Changes to the composition of the advisory committee will be recommended by the advisory co-chairs and approved by the VP/CIO and Provost.
2. Faculty Appointments to ETAC – Call for faculty volunteers will be solicited by Faculty Council, and selections will be made by the Co-Chairs in consultation with the executive sponsors. Faculty are appointed to a 2-year term. There is no limit on the number of terms a faculty member may serve.
3. Faculty Co-Chair – Open to any faculty member serving on the advisory committee. If more than one faculty member is interested, they will be selected through a majority vote of the faculty members of the committee. The co-chair will serve in the role for a minimum of a 1-year term. There is no limit on the number of terms a co-chair may serve. The advisory co-chairs will meet as needed to set the agenda and ensure action items are followed up on in a timely manner.
4. Communications – The advisory co-chairs (or their designate) are responsible for communicating the work and recommendations of the committee to the VP/CIO, IT Senior Leadership Team, and Provost, and to the Ithaca College community on an as needed basis.
5. Meetings – ETAC will meet monthly during the academic year, more frequently as needed. Meetings may, if necessary, occur during the summer months. Meetings will be delivered in a hybrid format to allow individuals to attend. Meetings will be recorded and saved in the ETAC Teams site, where all meeting agendas and minutes will also be maintained.
6. Advisors and Consultants - Input from a requestor, other members of the campus community, and external consultants may be included as necessary during the advisory committee's deliberations. Individuals who meet with the committee in this capacity may include technology consultants, subject matter experts related to software and hardware purchases, students, additional faculty, or others as appropriate for providing topical information to the committee.
7. The IT Business Manager & Assistant to the VP/CIO or the IT Business & Contracts Specialist can provide administrative support to the advisory committee as needed. An IT Project Manager may be consulted or included in new software implementations as needed.