

**COLLEGE OF SOUTHERN NEVADA  
ACADEMIC TECHNOLOGY ADVISORY COMMITTEE BYLAWS**

**I. NAME**

The organization functioning under these Bylaws is the Academic Technology Advisory Committee of the College of Southern Nevada, hereinafter referred to as ATAC or, simply, the committee.

**II. MISSION**

ATAC works with the Chief Information Officer (CIO) to address short-term and long-term technology requirements of the college. The committee and CIO elicit, gather, and examine input from all areas on their immediate and future potential technology needs.

The committee also oversees allocation and distribution of funds made available to the committee. The committee establishes guidelines and forms for submitting technology funding requests. The committee prioritizes all technology requests based on instructional and curriculum needs, and then matches those, when possible, to budgetary resources. The committee recommends Technology Fee budget allocations for prioritized requests based on how well each request is perceived to serve student needs and aligns with the college's overall technology priorities.

ATAC will work in cooperation with the CIO to develop and implement a technology master plan in accordance with NSHE's and the Board of Regents' strategic directions. The technology master plan includes the mission, vision, goals and objectives of the short- and long-term technology needs at CSN.

The committee will look at pedagogical issues associated with technology across the curriculum and investigate academic-specific technologies (hardware and software).

ATAC will recommend to the CAPE Advisory Board on professional development and training of pedagogical use of technology and make recommendations to the Technology Executive Council.

**III. MEMBERSHIP**

The constituency of ATAC shall be three members from each of the college's academic schools as well as members from non-academic divisions of the college as described below.

**3.1 School Membership**

3.1.1 Each academic school will have three positions available for representation in ATAC. These positions shall remain open if during any period of time, a school chooses not to appoint or elect a Representative. The positions will not be eliminated, nor filled by an additional Representative from any other school.

3.1.2 School Representatives shall have a duration period of however long they choose to remain on the committee.

**3.2 Other Membership**

3.2.1 Other non-academic divisions and student government each shall have a position available

for a Representative on the committee. A member from student government shall represent students on the committee. Other non-academic divisions representation will consist of one member per area and will be activated upon official written request to the CIO and the ATAC Chair. This position shall remain open if during any period of time, a school chooses not to appoint or elect a Representative. This position will not be eliminated, nor filled by an additional Representative from any other department or area.

3.2.2 These other Representatives shall have a duration period of two-years with staggered replacement of no more than half the committee members per year.

### **3.3 Standing Membership**

3.3.1 The CIO, the director of Technical Services, the director of User Services, the director of Applications Services, the director of Academic Technology Services, and a representative from Finance Office shall serve as ex-officio members to advise the committee on infrastructure, budgets, and long-term needs of the college.

3.3.2 The Chairs of the Web Advisory Committee and Administrative Advisory Committee shall serve as ex-officio members to advise the committee on web, internet and student service needs of the college.

3.3.3 Ex-officio members will not have voting powers.

### **3.4 Duties of the Representatives**

3.4.1 It shall be the responsibility of each ATAC Representative to regularly attend committee meetings or arrange a proxy. If a Representative is absent from more than two regularly scheduled meetings per year without a proxy, the Representative shall be automatically dismissed from the committee. In such cases, the dismissed Representative's school will be notified of the dismissal and asked to provide another Representative.

3.4.2 A member of ATAC who is unable to attend a regularly scheduled meeting should designate a proxy for that meeting. The absent Representative must inform an officer of ATAC in person, by phone or in writing, when a proxy is being designated. Designated proxies shall have all rights and duties of appointed Representatives. Proxies can be current members of the committee or outside people.

3.4.3 Representatives shall be expected to keep their constituents informed of committee proceedings.

3.4.4 In questions of voting, it is the responsibility of each Representative to act in the best interests of the overall needs of the College of Southern Nevada.

## **IV. MEETINGS**

### **4.1 Scheduling**

Meetings shall be called as necessary, by the Committee Chairperson. There shall be a minimum of two meetings each semester. The meeting schedule will be presented no later than in the first meeting of each semester.

## **4.2 Operating Rules**

All meetings shall be conducted under Robert's Rules of Order.

## **4.3 Binding Votes**

Binding votes will be by simple majority attendance.

# **V. OFFICERS OF THE TECHNOLOGY COMMITTEE**

The officers of ATAC shall consist of a Chairperson, Chairperson-Elect, Chairperson-Past and Secretary.

## **5.1 Chairperson**

The Chairperson shall be the chief executive officer of ATAC. The Chairperson shall serve a one-year term commencing on September 1. The Chairperson must be academic faculty. The Chairperson shall make sure membership rosters and information are current and up-to-date on the Committee's website.

The Chairperson shall also serve as Ex-Officio member of the Web Advisory Committee, and the Administrative Technology Advisory Committee and serve on the Technology Executive Council.

The Chairperson shall be selected by voting ATAC committee members through an election process. The election will take place no later than the end of the second ATAC committee meeting of the fall semester. The Chair person selection shall be approved by the College President.

In the event that no one volunteers to serve as Chairperson, the Chairperson shall be appointed by the Vice President of Academic Affairs and shall be approved by the College President.

## **5.2 Chairperson- Elect**

The Chairperson-Elect shall assume the duties of the Chairperson in the case of absence or incapacity of the Chairperson. The Chairperson-Elect shall be elected by a majority of votes cast by Committee Representatives, and shall be approved by the College President, with voting privileges at the first meeting of the academic year. The Chairperson-Elect shall serve a one-year term commencing on the first meeting of the academic year. Must be academic faculty. The Chairperson-Elect shall work with the Chairperson on tasks the Chairperson deems necessary, such as website updates.

### **5.3 Secretary**

The Secretary shall maintain minutes of the activities of ATAC; the ATAC Chairperson shall distribute committee meeting minutes to the committee membership within fourteen days following the meeting. The Secretary shall be elected from among the Representatives at the first meeting of the Committee after August 1 each year and shall serve a one-year term at the pleasure of the Technology Committee. The Secretary shall update the minutes on the Committee's website within 2 weeks of their approval.

### **5.4 Vacancies**

In the event any officer position becomes vacant, ATAC Representatives shall conduct an election to replace that office within 30 days or at the first meeting of a new semester. Election winners will be determined by a simple majority of voting Representatives.

## **VI. SUB-COMMITTEES**

### **6.1 Appointment**

6.1.1 Members of all ATAC Sub-Committees shall be appointed from among the current general committee membership. Sub-Committee members will represent diversified interests.

6.1.2 At the request of ATAC, Sub-Committees may include ad hoc members such as administrators (recommended / appointed by the College President), students (recommended / appointed by Student Government), and/or classified staff (recommended / appointed by Classified Council). These ad hoc members shall be voting members of the Sub-Committee to which appointed but non-voting members of the Technology Committee.

### **6.2 Ad Hoc Sub-Committees**

Ad Hoc Sub-Committees may be established by ATAC as required. Committee members will represent diversified interests.

### **6.3 Sub-Committee Chairpersons**

The Chairperson of each ATAC Sub-Committee shall be appointed from the committee's membership by the ATAC Chairperson, subject to committee confirmation, unless otherwise specified in these Bylaws.

## VII. BYLAWS

### 7.1 Amendment

7.1.1 An amendment to these Bylaws may be proposed by any member of ATAC. The following procedures shall be followed in amending these Bylaws.

7.1.2 A written copy of the proposed Amendment shall be submitted to ATAC as a discussion item no later than one week prior to a regularly scheduled committee meeting. The proposed amendment shall become an "action" item at the next committee meeting.

7.1.3 Upon a majority vote of voting members in attendance at the next ATAC meeting, the proposed amendment shall be submitted to the college President for approval within 30 days.

7.1.4 The proposed amendment shall be incorporated into these Bylaws upon approval of the College President.

**7.2 Approval of these Bylaws** shall be in effect upon a vote for approval by a simple majority of voting Academic Technology Advisory Committee Representatives, and approval of the College President. On approval, these Bylaws shall replace any previous Bylaws of the CSN Academic Technology Advisory Committee.

Approved by Technology Committee      Date \_\_\_\_\_

Signature \_\_\_\_\_

Approved by CSN President      Date \_\_\_\_\_

Signature \_\_\_\_\_