CHARTER OF THE BARTON TECHNOLOGY ADVISORY COUNCIL (BTAC)
BARTON COMMUNITY COLLEGE

BTAC is a representative body of faculty and staff acting in an advisory capacity for the Office of Information Services. The purpose of BTAC is to:

- Provide a forum for faculty and staff to advise OIS on academic and administrative technologies.
- Explore how technology may be used to further the mission of the institution.
- Recommend solutions to challenges being posed where technology can aid.
- Provide support of cyber security initiatives

1. Overall Responsibilities

A. The following duties shall be the specific responsibility of the IT Advisory Council:

1. Review, evaluate, and make recommendations concerning new policies or implementation of policies relating to technology in support of academic success and interests of the faculty and staff.

2. Review, evaluate, and make recommendations concerning the various institutions policies and projects as it relates to technology and the support of technology as it relates to students, faculty, and staff including strategic plan.

3. Review, evaluate, and make recommendations regarding procedures related to technology usage in the institution.

4. Review, evaluate and make recommendations concerning cyber security implementations.

Committee chairs will make recommendations to BTAC. With majority voting to move forward, including the BTAC, the recommendations will be taken forward to and/or other administration as deemed appropriate.

2. Membership

A. Chair – Chief Information Officer
B. Cross representation of the campus community is required.
C. IT employees are chosen by CIO (non-voting)
D. Faculty members representing colleges are chosen by Deans per solicitation from chair
E. Additional administrative members are chosen by VP's per request of CIO
F. Membership from the academic/business units (outside of IT) will serve 2 year terms on the committee unless a member is no longer available to serve. Replacement committee members will be sought by the Chair of BTAC, as appropriate.

3. Committees

A. Committees will be formed as deemed appropriate by the members in a meeting. Recommendations for a committee can be made by any member.
B. It is suggested that each BTAC member also serve on a committee.
C. BTAC committees will also be formed including members from throughout the campus community.

E. The following duties shall be the specific responsibilities of the Executive Committee and supporting staff:
a. Preparing agenda for meetings of the BTAC
b. Determining meeting times and scheduling meetings.
c. Taking forward recommendations to IT Policy Council and/or other administration as deemed appropriate for action and funding

4. Meetings

A. The BTAC shall meet at least once each month unless deemed unnecessary by the Executive Committee. Meetings will occur during Fall and Spring semesters and as needed during the summer sessions. Special meetings may be called by the Executive Committee.
B. Agenda items and supporting information will be submitted to the Executive Committee. A request will be made by the chair each month.
C. Minutes of the BTAC meeting shall be distributed to all members of BTAC at least seven calendar days prior to the subsequent BTAC meeting.

5. Effective Date

This Charter becomes effective upon approval by the BTAC members.

6. Amendments

This Charter may be amended at any meeting of the BTAC by a two-thirds majority if a quorum is present and voting. Proposed amendments must be presented to the Executive Committee for inclusion on agenda prior to the BTAC meeting.