



University Senate

Professional Studies Building, 203A, RM. 3; Extension 3459

University Senate Committee on Instructional Technology Manual

Committee Charge

The Committee on Instructional Technology shall oversee and support the technological component of all instruction sponsored by the University. This includes face-to-face courses with a technology component, blended or web-assisted courses, or courses offered entirely online.

The committee will examine the evolving issues regarding the accountability of the University in relation to accreditation standards, practices, grading, and other student-participation concerns.

The committee shall also be responsible for oversight of the support available to faculty teaching with technology and to students receiving instruction utilizing technology. This includes training and support for faculty and students, the availability and usefulness of campus computer labs, and the reliability of technology-based assistance systems, such as telephone or Internet-based help. The committee shall also ensure the availability of dependable student-oriented support services, including but not limited to support, registration, advisement, and library services for students enrolled in online or technology-based classes.

Conclusions and recommendations of this committee shall be forwarded to the Senate for consideration.

Committee Responsibilities, Powers, and Duties per the Constitution

The Constitution states that the Senate shall establish such standing and ad hoc committees as it deems necessary to carry out its function, with powers and duties being stipulated by the Constitution and/or by the Senate.

Membership per the Constitution

All faculty and professional staff members of standing committees shall be elected for two-year terms. Student members shall be elected for one-year terms. Standing committees shall ordinarily consist of five (5) members, including at least one faculty member, one student and at least one member of the professional staff. Each committee shall elect its own chairperson annually. Members shall not be elected for more than two consecutive terms. However, an individual may again serve on the same committee after an absence of one full term. Terms shall be staggered where practicable. No one shall concurrently serve on more than one standing committee. A standing committee shall not have more than two faculty or professional staff members from any one department at any time.

Each department and each student class shall offer nominations through their senators to the Senate president for vacancies on standing committees at least two weeks before the annual reorganization meeting. The list of nominees shall appear with the agenda. Nominations may also be made from the floor of the Senate. All nominees must have given prior written consent or must be present at the reorganization meeting.

The chairperson of any committee may declare the place of an elected committee member vacant when the committee member has been absent from three regular committee meetings in any semester. The Executive Committee shall appoint a new committee member to serve until the next annual reorganization meeting. Such appointments are subject to the approval of the Senate.

Functions & Responsibilities

1. Monitor and evaluate instructional technology policies and their impact on faculty and students.
2. Provide recommendations to enhance the effectiveness of remote, blended, and technology-assisted learning.
3. Ensure the availability of training and support for faculty and students utilizing instructional technology.
4. Oversee the reliability and accessibility of technology-based student support services.
5. Advocate for improvements in university instructional technology resources, including classroom technology, virtual platforms, and learning management systems.
6. Address challenges in student engagement and enrollment related to technology-enhanced learning.

Meeting Procedures

All standing and ad hoc committees shall meet when appropriate or at the discretion of the Senate president, but not less than once in each semester. This committee shall meet at least once per semester, with additional meetings scheduled as needed.

A chairperson shall be elected at the first meeting of the academic year.

Committee members will document meeting discussions and decisions for future reference.

Reporting and Documentation

The NJCU Senate meets monthly from September to May. The Committee on Instructional Technology will submit to the Executive Committee announcements of meetings, agenda, and minutes.

Monthly Report: If the committee has information or recommendations for the full Senate, they should submit a report (and any attachments for review) to the Senate Office ten (10) days before the monthly Senate Meeting. The report and any attachments are sent to the Office of the University Senate (senate@njcu.edu).

Annual Report: The Senate Committee on Instructional Technology Committee Chair prepares and submits an annual report to the Senate Executive Committee. This shall be submitted to the Office of the University Senate (senate@njcu.edu) no later than May 1.

The Senate Committee on Instructional Technology will submit to the Senate for approval all recommendations for initiation of new University policy or changes in present policy.

Prepared by: Dr. Michael Wiltsey, Chairperson

Date: February 5, 2025

Approved by: University Senate (Pending Review)