

MEMORANDUM

DATE: December 13, 2005

TO: San Diego State University Senate

FROM: Kris Stewart, Chair  
Instructional Technology Committee

SUBJECT: Change to Policy File – **ACTION**

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University Committee on Instructional Technology proposes a change in name, charge, and membership to:

**Committees and Councils:**

**Instructional and Information Technology Committee**

1.0 Membership (15): nine faculty, one from each college, the Imperial Valley Campus and the Library; one staff member; one student; Director of Instructional Technology Services or Designee; Academic Affairs Information Technology Coordinator or Designee; Information Technology Security Office Designee appointed by the Associate Vice President for Financial Operations; representative selected by and from the Information Technology Managers Group.

2.0 Functions

- 2.1 The Committee shall advise the administration and the Senate on instructional and information technologies.
- 2.2 The Committee shall assist the Directors of Instructional Technology Services, the Library, the Academic Affairs Information Technology Coordinator, and other campus Instructional / Information Technology offices, with developing long-range master plans and shall review and make recommendations on the mission and services of ITS, the Library and Academic Affairs on instructional and information technologies.
- 2.3 The Committee shall consider any matter referred by the Senate or by the administration of the University (and may consider, at its own discretion, other matters relating to instructional and information technologies at the campus and CSU system-wide levels.) The committee shall review and provide feedback on campus information technology initiatives as related to instruction, research and operational needs.

## **Rationale:**

Since 1993, the beginning of Mosaic web browser, there has been a dramatic expansion of the use of the Internet. This has led to wide-spread use of networked technologies, even to having the San Diego City Bus System display a URL on their buses. With this widespread usage over the past decade, has come increased performance and capability. Also, increased responsibility for each network user.

The University has recognized this responsibility with the creation of the Information Technology Security Office (ITSO), a campus-wide responsibility. Additionally, Academic Affairs has hired an Information Technology Officer.

The University Senate has no standing committee to look into issues of Information Technology and with the growing dependence of the university on computer-assisted/enhanced mechanisms for communication, collaboration, research and instruction, we feel the current committee [Instructional Technology (IT)] is best suited to expand its responsibility to the Senate to examine these issues. Please note that in recent years, the Senate has asked the Instructional Technology committee to look into the appropriate student email policy – [http://senate.sdsu.edu/agendas/committees/it/it\\_email\\_febsec2004.htm](http://senate.sdsu.edu/agendas/committees/it/it_email_febsec2004.htm), the computer security document – <http://security.sdsu.edu/policy/security-policy.html> as well as the Technology infrastructure upgrade.

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Original language follows:

### **Instructional Technology Committee**

- 1.0 Membership (13): nine faculty, one from each college, the Imperial Valley Campus, and the Library; one staff member, Director of Instructional Technology Services, Director of the Office of Distributed Learning, one student.
- 2.0 Functions
  - 2.1 The Committee shall advise the Director of Instructional Technology Services (ITS), the Director of the Distributed Learning Office (ODL), the university administration, and the Senate regarding the following: (a) use of instructional technologies to improve the quality, effectiveness, and efficiency of teaching and learning in the campus community; and (b) means for enhancing faculty understanding and use of instructional technologies in support of teaching and learning.
  - 2.2 The Committee shall assist the Directors of ITS and ODL in developing a long-range master plan and shall recommend regarding the mission and services of ITS and ODL and regarding SDSU and CSU instructional development and technologies.