

<b>Name:</b>	Technology Supported Learning Committee				
<b>Purpose:</b>	The Technology Supported Learning Committee (TSLC) of UA-PTC exists to provide guidance to the college administration and board of trustees, through the Student and Academic Affairs Council, on elements of the distance learning activities of the college, including curriculum, design, and instructional procedures and expectations.				
<b>Sponsor:</b>	Provost				
<b>Chair:</b>	Faculty member elected from membership				
<b>Recorder:</b>	Elected from membership				
<b>Membership:</b>	<b>Members (By Title or Constituency)</b>	<b>Member Type</b>	<b>Division/ Department</b>	<b>Voting (Y or N)</b>	<b>Other Notes</b>
	LMS Specialist	Permanent	Information Technology Services	Y	
	Director of Academic Technology	Permanent	Information Technology Services	Y	
	Digital Access Specialist	Permanent	Information Technology Services	Y	
	1 Staff	Representative	Advising	Y	
	1 Staff	Representative	Library	Y	
	9 Faculty	Representative	3 faculty from each school	Y	
	1 Student	At-large	N/A	Y	
<b>Membership Totals:</b>	15, all voting				
<b>Resources:</b>	Academic Master Plan, Accreditation Documents, Document set forth by the Higher Learning Commission (HLC) and Arkansas Department of Higher Education (ADHE)				
<b>Meeting Schedule:</b>	1 <sup>st</sup> Friday, monthly at 12:00 PM				

# Technology Support Learning Committee Charter

Last Revised: 11/4/22

<b>Duties:</b> (Reviewed Annually)	<ol style="list-style-type: none"> <li>1. In partnership with the Campus Technology Committee, review/make recommendations regarding appropriate technologies that support distance learning.</li> <li>2. Provide a forum for discussing and resolving issues in online education.</li> <li>3. Make recommendations to the Student &amp; Academic Affairs Council regarding technology supported learning and online delivery of instructional material, including but not limited to the development of online standards and criteria for maintaining best practices in the online learning environment.</li> <li>4. Recommend training for faculty teaching in the online learning environment</li> <li>5. Monitor distance learning success rates and make data-informed recommendations.</li> <li>6. Monitor compliance with accreditation standards, federal requirements, and the State Authorization Reciprocity Agreement (SARA)</li> <li>7. Review/make recommendations regarding standards, policies, and procedures in the distance learning area to support institutional strategic objectives and online learning quality standards.</li> <li>8. Review work delegated to the committee by Student &amp; Academic Affairs Council or recommended by other groups and assign the work (with deadlines) to appropriate task groups.</li> <li>9. Prepare regular reports for the Student and Academic Affairs Council.</li> </ol>
<b>HLC Alignment:</b>	3.A.3 The institution’s program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).
<b>Boundaries:</b>	<ul style="list-style-type: none"> <li>• Committee input is related to the defined purpose and may be strategic, operational or improvement focused in nature.</li> <li>• The Chancellor and Board of Trustees are the final authority for matters involving the strategic plan, board policy, and budget.</li> <li>• The Chancellor reserves final decision-making authority for operational matters.</li> <li>• Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations.</li> <li>• Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.</li> </ul>

**Operating  
Guidelines:**

**General Guidelines**

1. Annually review charter.
2. Annually staff and train members on effective and efficient meeting practices using quality tools.
3. Annually select chair and recorder, if needed.
4. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members.
5. Receive and review reports on a monthly basis. Provide feedback to each committee.
6. Submit recommendations to appropriate Council.
7. Prepare monthly reports for appropriate Council.
8. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide.

**Committee/Council Business**

1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee/council. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.
2. Agenda items and related materials may be submitted by group members and non-group members to the chair/liaison for consideration; they should be submitted at least five (5) business days prior to the meeting by 5 PM.
3. Meeting notices and tentative agenda will be distributed at least three (3) business days in advance of the meeting.  
Minutes of proceedings—Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted in the designated document repository within three (3) business days of the approval meeting.
5. All action items must be completed in a timely manner; preferably by the established deadline.

**Meetings**

1. Regular Meetings— Meetings will occur once per month.
2. Special Meetings—As needed and defined/called by the chair.
3. The first meeting of the academic year will be dedicated to orienting members.
4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.
  - It is the responsibility of the group member to notify the committee chair when he/she will not be able to attend a scheduled meeting.
  - If a member of the group has three (3) absences (Proxies included) in one (1) academic year, the chair will notify the member and his/her supervisor or constituency about the absences, and will submit a request for a replacement to the supervisor or constituency.
  - If a member is unable to attend, s/he may send a proxy. Proxies are permitted to engage in questions and debate but are only entitled to

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	<p>vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxys may not introduce new business. Proxys are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities but their presence shall continue to count toward the required quorum for the vote. No member may have more than three (3) proxies in one (1) academic year.</p> <ol style="list-style-type: none"> <li>5. Meetings will be open to all represented persons, although privileges may be limited.</li> <li>6. Begin and end meetings on time: use cell phones as universal time</li> <li>7. Quorum will be 50% plus one of the total current membership.</li> <li>8. The group will conduct meetings and decision-making processes according to the latest edition of Robert’s Rules of Order. The chair may appoint a parliamentarian to assist the chair.</li> <li>9. Decisions will be made based on a majority vote of those present.</li> </ol> <p><b><u>Member Conduct/Ground Rules</u></b></p> <ol style="list-style-type: none"> <li>1. Come prepared; Read all materials prior to meeting.</li> <li>2. The meeting environment is a safe zone; there is no rank in the room.</li> <li>3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.</li> <li>4. One speaker at a time.</li> <li>5. Agree only if it makes sense to do so.</li> <li>6. Support decisions made on consensus.</li> <li>7. Keep comments on target with topics/tasks at hand.</li> <li>8. Be respectful of one another.</li> <li>9. All ringers on cell phones/electronic devices should be turned off or set on vibrate.</li> </ol> <p><b><u>Annual Evaluation Process</u></b></p> <ol style="list-style-type: none"> <li>A. Past Year’s Accomplishments of Goals</li> <li>B. Committee/Council Self-Evaluation</li> </ol>
<b>Subcommittees:</b>	None
<b>Versions:</b>	<ul style="list-style-type: none"> <li>• Charter Drafted: Spring 2018</li> <li>• Charter Adopted: March 30, 2018</li> <li>• Revised: November 4, 2022</li> <li>• Revised:</li> <li>• Revised:</li> </ul>