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 Office of Information Services on academic and administrative technologies.
- Explore how to utilize technology to further the mission of the institution.
- Recommend solutions to challenges where technology can aid.
- Provide support of cyber security initiatives

1. Overall Responsibilities

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

1. Review, evaluate, and make recommendations concerning technology projects and technological support as they relate to the Barton mission and strategic plan.

2. Review, evaluate, and make recommendations regarding emerging technology and its usage in the institution.

3. Review, evaluate and make recommendations concerning cyber security.

Members will make recommendations to BTAC. With majority voting to move forward, recommendations will be presented to 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 the Chair (non-voting)
D. Faculty members representing Barton's various Campuses are chosen by Deans per solicitation from Chair.
E. Staff members representing Barton's various Campuses are chosen by Supervisors per solicitation from Chair.
F. Membership outside of IT members 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. BTAC committees will also be formed including members from throughout the campus community.
B. The following duties shall be the specific responsibilities of the Chair and support staff:
    i. Preparing an agenda for meetings.
    ii. Determining meeting times and scheduling meetings.
    iii. Taking forward recommendations to administration as deemed appropriate for action and funding.

4. Meetings

A. Meetings will occur during Fall and Spring semesters and as needed during the summer sessions. Special meetings may be called by the Chair.
B. Agenda items and supporting information will be submitted to the Chair and/or support staff.
C. Minutes of the BTAC meeting shall be distributed to all members of BTAC 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 Chair to be included on the agenda prior to the BTAC meeting.