COLLEGE OF HUMAN SCIENCES
TECHNOLOGY USERS COMMITTEE

CHARGE

The Technology Users Committee promotes the use of computing and multi-media equipment in the College of Human Sciences (COHS). The College must continuously update and maintain leading-edge technology for academic, research, and operations. It also provides recommendations and assistance in purchasing various types of equipment and assessing technology related needs. The committee also acts as a conduit for communication between departments and the COHS.

RESPONSIBILITIES

1. Provide information to administrative units concerning issues related to technology within the COHS.
2. Provide information to other committee members about concerns from their unit related to issues from faculty and staff.
3. Develop and review operating policies and organizational structure of the COHS Technology Services Office, other computer labs within the College, and multi-media classrooms.
4. Develop and review system for allocating resources for the repair of computing and multi-media equipment and support of web-based projects.
5. Assist in developing HEAF requests for computer labs and multi-media classrooms.
6. Provide advice regarding the purchase of computing and multimedia equipment and software in academic, research, and administrative units of the COHS.
7. Periodically assess strengths and weaknesses of the COHS in meeting the academic, research, and administrative technology needs of the college.

MEMBERSHIP

1. One faculty member from each department in the college, names provided by the department chairs along with a staff member from the Dean’s Office is appointed by the Associate Dean for Administration and Finance.
2. The Manager of Technology Services serves as Ex-Officio member of the committee.
3. The Associate Dean for Administration and Finance serves as chair of the committee and facilitates its works.
4. Terms are annual with reappointment possible.

OPERATING PROCEDURE

1. Attend meetings as called by the Associate Dean for Administration and Finance.

2. Provide advice and assistance to representative units regarding technology needs and purchases.

3. Develop, review, implement, and assess policies regarding technology use in the COHS.