

# **GUIDELINES FOR THE ELECTRONIC TECHNOLOGY INITIATIVE ADVISORY COMMITTEE**

## **University of California, Irvine**

**Effective October 1, 2011**

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### **I. Purpose**

The Committee advises the Assistant Vice Chancellor, Office of Information Technology (OIT) regarding UCI's Educational Technology Initiative (eTech@UCI). This includes providing input on technology priorities and use of revenue generated from the eTech@UCI Fee, and recommendations on future proposed fee levels.

#### Operation/Policy Duties of the Committee

1. The Committee is advisory to the Assistant Vice Chancellor, OIT.
2. The Committee will provide perspective regarding the use of eTech@UCI funds that augments and helps interpret perspective gathered from surveys and other outreach devices.
3. The Committee will review and recommend for approval the following:
  - a. General use of the eTech@UCI Fee.
  - b. Changes to the fee level.
  - c. Annual budget and any mid-year budget adjustments for the fee.

### **II. Committee Membership**

#### A. Membership will comprise the following:

1. Two student representatives appointed by ASUCI.
2. One student representative from the Student Fee Advisory Committee (SFAC) appointed in consultation with the SFAC chair.
3. One student representative appointed by Vice Chancellor, Student Affairs.
4. Four faculty representatives appointed in consultation with the academic senate.
5. One Student Affairs representative appointed by Vice Chancellor, Student Affairs.
6. One Academic Affairs representative from an academic unit or an academic support unit appointed by the Executive Vice Chancellor and Provost (EVC/P).
7. The Assistant Vice Chancellor, OIT, or his designee, who will serve as committee chair.
8. OIT staff representing educational technology deployment areas such as classrooms, learning management platforms, and computing labs.
9. One Planning and Budget staff.

#### B. Appointment of ASUCI Student Representatives

The ASUCI student representatives shall be appointed by the ASUCI Executive Officers and approved by the ASUCI Legislative Council.

C. Term of Membership

1 or 2 years with a goal of providing continuity through a subset of membership continuing across year end.

D. Reappointment of Committee Members

Any member may be reappointed by his/her appointing body following the same selection procedures for new members including those outlined in section B.

E. Appointment to Fill a Vacancy

When a vacancy occurs, the appropriate appointing entity will be requested to make an appointment to fill the remaining term of office. The appointment shall be made within two weeks of notification of vacancy.

F. Resignation of Committee Members

Members may resign by notifying the Chair and their appointing unit in writing.

G. Removal of Committee Members

1. Members are automatically removed from the Committee when they no longer comply with the status by which they were appointed (e.g., a student representative is no longer a registered student).
2. Committee members shall be removed by their respective appointing entity for excessive absences.
3. In consultation with appointing entities and Student Affairs, committee members may be removed by the chair for inappropriate conduct.

**III. Committee Operations**

A. OIT shall:

1. facilitate and coordinate the committee's activities;
2. provide accurate and timely information and analysis;
3. in coordination with Planning and Budget, report on a regular basis to the Executive Vice Chancellor and Provost.

**IV. Committee Guidelines and Amendments**

- A. The Executive Vice Chancellor and Provost shall approve these and any amendments.

Approved: \_\_\_\_\_  
Executive Vice Chancellor and Provost

\_\_\_\_\_  
Date