

Policy No.	Officer Responsible		
<b>S2013-04</b>	<b>Senate</b>		
Policy Name			
<b>Senate Instructional Technologies Advisory Committee Mandate and Structure</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>			<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>May 2013</b>	<b>March 2015</b>		

### 1. REPORTING

The Senate Instructional Technologies Advisory Committee (SITAC) is a standing committee of Senate and makes recommendations to Senate.

### 2. MANDATE

- To advise the Senate on strategic directions for developing and implementing effective learning and instructional technologies at Capilano University.
- To aid the university community with prioritizing academic technology projects.
- To collaborate and discuss with the University Community current technological resources and their application to pedagogical needs.

### 3. MEMBERSHIP

#### The Chair

A Chair is elected by the Committee at the beginning of the fall semester, for a one-year term.

#### The Voting membership consists of:

- Chair of Senate
- Vice-chair of Senate
- University Librarian
- One Student
- One Dean
- One Staff Member
- A total of five faculty members unless the Vice-chair of Senate is not held by a faculty member in which case six faculty members would be appointed.

#### The Non-Voting resource membership consists of:

- Chief Information Officer
- The Registrar
- One Dean/Vice-President

- Teaching and Learning Centre Representative
- One additional student

Working groups may be set up as needed for specific projects and non-members of Senate may be recruited to serve.

**Term of Office**

Each member is appointed annually by Senate. If vacancies occur, appointments are made to complete the term.

**4. CONDUCT OF MEETINGS**

**Schedule**

The subcommittee shall meet at least four times per academic year.

**Quorum**

Six voting members

**Tie Votes**

In the event of a tie, the Chair may vote to break the tie.

**Visitors to Meetings**

Meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.