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# FACULTY ADVISORY COUNCIL ON TEACHING AND TECHNOLOGY (FACT<sup>2</sup>)

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## ARTICLE 1. MISSION & PURPOSE

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### Section 1. Mission.

FACT<sup>2</sup> is an advisory body to the SUNY Provost, advocating and acting as a resource for University stakeholders at the nexus of technology, pedagogy and research.

### Section 2. Purpose.

Our purpose is to:

- Improve the learning environment and expertise of faculty and instructional support staff.
- Enhance the teaching and learning process through the use of technology.
- Increase networking, collaboration and sharing of best practices.
- Advocate for appropriately equipped and designed learning spaces.

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## ARTICLE 2. THE FACT<sup>2</sup> LIAISON COMMITTEE

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### Section 1. Representation.

The FACT<sup>2</sup> Liaison Committee is made up of at least two representatives from each SUNY Campus, one from the teaching faculty and one from professional staff. Large or multiple location campuses have the option of additional members by petitioning the council. The council will grant additional reps at its discretion.

### Section 2. Voting Members.

- a. All members shall be voting.
- b. All Council members shall be considered voting members of the Liaison Committee.

### Section 3. Appointments.

- a. Appointments may be made at the discretion of the Campus Chief Academic Officer (CAO), President or for staff appointees, the CIO in consultation with the CAO, who will be encouraged (but not required) to appoint representatives holding faculty rank.

#### **Section 4. Terms.**

- a. Terms for appointed representatives are for one year and will be automatically renewed each year unless the campus designates a new representative.

#### **Section 5. Liaison Committee Operations**

- a. The Liaison Committee will vote on issues as brought forth by the Council that affect the operations of the Liaison Committee.

#### **Section 6. Member Duties**

- a. Liaison Committee members will-
  - Disseminate Liaison Committee and Council information to the faculty and appropriate staff at their respective campuses.
  - Gather input from their constituents and communicate issues to the Council.
  - Represent the majority opinion of their constituents at Liaison Committee meetings.

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### **ARTICLE III. ADVISORY COUNCIL**

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#### **Section 1. Advisory Council**

- a. The Liaison Committee shall have an Advisory Council, hereafter referred to as the Council or Advisory Council. The Council shall be an advisory to the Provost expressing faculty/staff issues and proposals.

#### **Section 2. Membership**

- a. Council members must be employees of the SUNY System.
- b. Voting members shall include sector representatives from (at least):
  - University Colleges (3)
  - Technology Colleges (1)
  - Doctoral Degree Granting Institutions (2)
  - Community Colleges (3)
  - At Large Members (1)
- c. If not represented by the members in Section 2b. above, the Council shall also include a voting member representing each of the following organizations:

- University Faculty Senate
  - Faculty Council of Community Colleges (FCCC)
  - Computer Officers Association (COA)
  - SUNY Librarians Association (SUNYLA)
  - SUNY Council for Library Directors (SCLD)
  - Directors of Online and Distance Learning Environments (DOODLE)
  - Educational Technology Officers Association (EdTOA)
  - Council of Chief Information Officers (CCIOs)
- d. The Council shall include the following ex officio members. These members may not also represent any of the above sectors or organizations.
- The Director of the SUNY Center for Professional Development
  - A Provost liaison.
  - Current CIT Host campus liaison.
  - Current CIT Planning Committee Chair.
  - Student Computing Access Program (SCAP) Committee Chair.
  - SUNY CPD Academic Program Manager

### **Section 3. Duties of the Officers of the Advisory Council**

- a. Chair of the Advisory Council
- Convenes and presides over regular Advisory Council meetings.
  - Serves as spokesperson for the Advisory Council to the SUNY Provost and other groups.
  - Ensures that Liaison Committee and Council members are appointed and vacancies filled.
  - Serves as ex-officio member of all programs, committee, subcommittees or work groups as established.
  - Establishes agenda for all meetings.
  - Notifies Council membership and Liaison Committee members of meetings and distributes agenda.
- b. Chair Elect of the Advisory Council

- Assumes duties of Chair in his/her absence.
  - Actively engages in knowledge transfer from the Chair.
- c. Secretary of the Advisory Council and Liaison Committee
- Records and maintains official minutes of all Council and Liaison Committee meetings.
  - Tallies and records votes at all meetings.
  - Distributes Council meeting minutes to internal email distribution list for additions and corrections. Submits reviewed minutes to the CPD for distribution to the FACT Campus Representatives and posting on the official web site maintained by the SUNY Center for Professional Development.
  - Maintains current version of these bylaws and distributes a copy to all new members.
  - Coordinates with FACT Council Chair and CPD to maintain and distribute the official directory of members, terms and subcommittees with member addresses, telephone numbers, email and fax numbers.
  - Maintains an archive, at System Administration, of all FACT<sup>2</sup> correspondence to ensure that information on the organization can be passed on to subsequent secretaries.
  - Reviews and coordinates maintenance of electronic archives of all COCID reports with CPD.

#### **Section 4. Meetings**

- a. Advisory Council will meet a minimum of four times per year by either teleconference or face-to-face, as deemed appropriate by the Chair.
- b. A quorum, defined as a majority of Council members, is required to conduct business of the Council.

#### **Section 5. Terms of Office**

- a. The Chair of the Advisory Council is appointed for two years with term beginning at the conclusion of the CIT Conference.
- b. The Chair Elect of the Advisory Council is appointed for one year, starting one year prior to the expiration of the current Chair's term.
- c. The Secretary of the Advisory Council shall serve a two-year term.
- d. Sector Members of the Advisory Council shall have equal staggered appointments for a term of three years.
- e. The terms of the organizational members are determined by their respective organizations.

### **Section 6. Appointments**

- a. The SUNY Provost at the recommendation of the Council shall appoint the Chair, Chair Elect, and Sector Members.
- b. The Advisory Council shall appoint the Secretary.

### **Section 7. Removal from office**

- a. Any officer, representative, or sector member shall be removed from the Advisory Council if four meetings in any one year are missed without prior consent by the Chair.

### **Section 8. Vacancies**

- a. Vacancies shall be filled by recommendation of the Council and appointed by the SUNY Provost.

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## **ARTICLE IV. PROGRAMS AND SUBCOMMITTEES**

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### **Section 1. Programs Administered in Partnership with the SUNY Center for Professional Development**

- a. Conference on Computing in the Disciplines (COCID)
- b. Conference on Instructional Technologies (CIT)

### **Section 2. Programs Administered by the Provost's Office with support from FACT<sup>2</sup>**

- a. Student Computing Access Program (SCAP)

### **Section 3. Subcommittees**

- a. The Council, as required, may establish and abolish subcommittees or working groups to pursue specific topics of interest to the Council or the Office of the Provost.
- b. Subcommittees and working groups will meet as necessary and report to the Council.
- c. Subcommittee and working group chairs will be appointed from Council members by the Advisory Council Chair.
- d. Standing subcommittees of the Council consist of-
  - o COCID subcommittee

- Emerging Technologies subcommittee
- Teaching and Learning subcommittee

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## ARTICLE V. ANNUAL MEETINGS AND VOTING PROCEDURES

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### **Section 1. Annual Meeting**

- a. An annual meeting of the FACT<sup>2</sup> Committee and Council will take place at CIT.

### **Section 2. Quorum**

- a. A quorum, defined as a majority of committee members, shall be required for votes brought before the Liaison Committee. For issues to pass they must be approved by a majority of those present and a minimum of 25 affirmative votes. For electronic votes a majority of those voting within two weeks will pass issues.

### **Section 3. Designees**

- a. Designees for voting members shall not be afforded voting privileges.

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## ARTICLE VI. FACT<sup>2</sup> – CPD RELATIONSHIP

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### **Section 1. CPD Role in Support of FACT<sup>2</sup>**

The CPD will provide staff support for FACT<sup>2</sup> Programs and the FACT<sup>2</sup> Advisory Council as follows:

- a. CPD Staff will administer the COCID Program, including solicitation of COCID proposals, facilitation of the proposal review process with the COCID Committee, and event support for the delivery of the COCID event.
- b. CPD Staff will provide all aspects of the planning, coordination with the host campus, and logistical support of the CIT conference.
- c. CPD staff will maintain the FACT<sup>2</sup> website.
- d. CPD staff will assist the FACT<sup>2</sup> Chair in scheduling web-based or telephone conference resources for FACT<sup>2</sup> Advisory Council Meetings.

### **Section 2. FACT<sup>2</sup> Role in support of CPD**

On an as needed basis, CPD Staff may request input or feedback from the FACT<sup>2</sup> Advisory Council on program planning for academic programs in support of faculty and instructional staff on the campuses.

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## ARTICLE VII. ACCEPTANCE AND AMENDMENT OF BYLAWS

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These bylaws and any amendments to them must be approved by a vote of the Liaison Committee held at the annual CIT conference. Members unable to attend the conference may communicate their vote to the secretary at least one week prior to the conference. Proposed changes must be submitted to the membership in writing by the Council two weeks prior to the vote.

## ARTICLE VIII. PARLIAMENTARY AUTHORITY

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*Robert's Rules of Order* (latest edition) shall govern the Committee in the absence of provision in these Bylaws.

## ARTICLE IX. ARCHIVES AND RECORDS

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The Council shall maintain a permanent copy of the Committee and Council records and ensure public communications from the Committee are made available at the committee site.