**University of Alabama at Birmingham
Classroom Educational Technology Services Committee
Charter**

1. Introduction and Background

This charter sets forth the mission, scope, responsibilities, and structure of the UAB Classroom Educational Technology Services Committee (CETSC). UAB has many opportunities to change the world, each of which can create competing priorities across the university. These priorities seek to create business value through process innovation, cost efficiency, or revenue generation and require technology support. Given the strategic importance to the university to balance and adjudicate these priorities, the CETSC provides a venue for transparency, discussion, recommendation so that there is shared governance with technology implementation and support in the classrooms across campus. This document intends to be a living document that may be amended periodically to respond to the shifting needs of the organization.

2. Mission

The mission of the CETSC is to identify, review, discuss, and recommend classrooms technology implementation and support across campus. The CETSC's primary purpose is to ensure that funding for the technology classroom upgrades focuses on classrooms that are available to campus through the Provost-supported scheduling platform and to create a standardized and cost-effective solution for face-to-face teaching at UAB while allowing for discipline-specific enhancements to that standard.

3. Scope

The CETSC is established by the authority of the Senior Vice President, Academic Affairs and Provost (Provost) in conjunction with Vice President for Information Technology and Chief Information Officer (CIO). The role of the CETSC is to review, discuss, and recommend classroom technology implementation and support. The Provost will appoint the committee

chair. The Provost and CIO will provide final approval for all technical classroom upgrades. The scope of this committee is 25Live-scheduled classrooms, although standards and negotiated pricing for equipment will be made available for other rooms on campus (e.g. conference rooms, etc.).

4. Roles and Responsibilities

- Classroom Technology Investments:
    - The CETSC recommends classroom technologies updates such that all 25Live classrooms are updated on a five-year cycle and recommends that the university allocate a budget to support this.
    - In making this recommendation, the committee will consider: age of equipment; condition of equipment; classroom utilization; classroom size; support tickets; plans for the building in which the classroom is situated; and other factors as deemed relevant for making the best possible recommendation.
    - CETSC will review and recommend prior to the purchase and installation of classroom technology based on recommendations from the Classroom Technology Support group.
    - CETSC will review and recommend design requirements for each classroom technology upgrade.
- Delivering Results:
    - Provide a campus co-authored set of recommended classrooms for modernization by October each year to the Provost and CIO.
    - Monitor the progress of technology classroom implementation projects at the strategic level.
    - Facilitate the resolution of issues when conflicting classroom technology.
    - Monitor the alignment of institutional and technology strategies and the management of deviations.
    - Seek input from campus constituency on needs and quality of service

Classroom technology implementation process
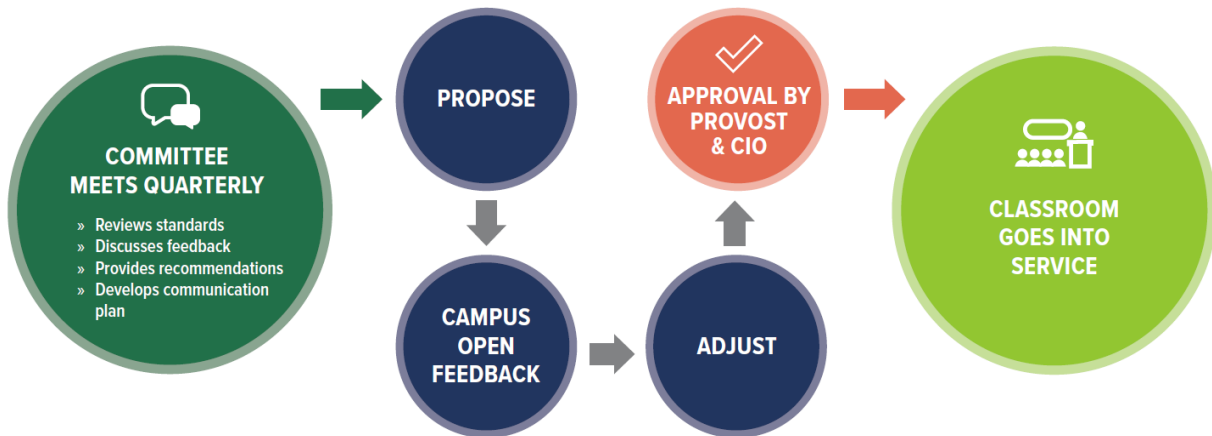
5. Reporting

CETSC Committee will generate an annual report to the Provost and CIO on the state of classroom technology at UAB.

6. Schedule and Duration

The CETSC will meet bi-annually unless more frequent meetings are deemed necessary by committee members. It may be necessary for action items to require collaboration between the committee outside of the normal meeting schedule. As appropriate for the topic, an executive assistant will take notes during each meeting to record progress on current action items, decision criteria, and roadblocks. This charter shall be reviewed annually and re-approved by the Classroom Educational Technology Service Committee at least one month prior to the expiration date. The CETSC shall continue to operate according to its charter until determined otherwise by the Provost and CIO.

7. Structure and Participation

The CETSC is made up of UAB faculty and administrators who broadly represent the University's key missions of education, research, and service as well as the University's administrative operations. The Provost and CIO must approve all membership request changes. The membership includes representatives from the following campus areas:

- Senior Vice President, Academic Affairs and Provost
  - Faculty Senate representative
  - Provost's Office
  - eLearning and Professional Studies
  - Center for Teaching and Learning
  - Registrar's Office
- Vice President for Financial Affairs and Administration: Facilities
- Vice President for Information Technology and CIO

Current members are listed in Appendix 1.

8. Charter Updates

This charter is maintained by the CETSC and is supported by the Provost and CIO. Only the Provost and CIO can authorize changes to this charter.

9. Effective Date

This charter's effective date shall be concurrent with the signature dates below.

10. Signature

Pam Benoit, Ph.D. Senior Vice President, Academic Affairs and Provost
Date:
Curtis A. Carver Jr., Ph.D. Vice President and CIO
Date:

Appendix 1 – Classroom Educational Technology Services Committee Members

Dept./Organization	Name
Provost's Office	LaShell Cameron
Provost's Office	Staci Johnson
Center for Teaching and Learning	Scott Phillips
eLearning and Professional Studies	Pam Paustian
Facilities	Susan Thompson
Information Technology	Jason Johnson
Faculty Senate	Elizabeth Turnbull
Faculty Senate	Cristin Gavin
Registrar's Office	Tiffany Hearns