

# Bylaws of the Learning Technology Advisory Committee (LTAC)

---

## I. Role of the Learning Technology Advisory Committee (LTAC)

The Learning Technology Advisory Committee (LTAC) assists SCHEV with technology-enriched learning initiatives. The advisory council may assist SCHEV in:

- developing technology-enriched teaching and learning initiatives, including distance and distributed learning initiatives;
- improving cooperation among and between public and private institutions of higher education in the Commonwealth;
- improving efficiency and expand the availability of technology-enriched courses; and
- sharing research and experiences to improve student learning.

---

## II. Membership of LTAC

On or before September 1st each biennium, the Academic Affairs and Planning Director of SCHEV will send a memorandum to each institution's President requesting the appointment of LTAC members for two-year terms. Of those appointed, one member should be identified as the voting representative .

The LTAC shall consist of:

- A voting representative(s) from each campus that should have broad responsibility for instructional and learning technology activities and initiatives within the respective institution
- A non-voting representative(s) from SCHEV's Division of Academic Affairs selected by the SCHEV's Director of Academic Affairs and Planning
- Non-voting representation of the Academic Affairs and Planning Director
- An advisory committee affiliate representative recommended by SCHEV (e.g., VIVA)

### **III. Terms of LTAC Members**

Term of service is at the discretion of the respective appointing President. The Academic Affairs and Planning Director, on behalf of the Executive Director of SCHEV, shall request a renewal from each of the respective Presidents every two years.

---

### **IV. Officers**

The LTAC annually shall elect a Chairperson, Vice Chairperson, and Secretary and such other officers as it may determine, from the voting membership. The term of the officers shall run from September 1 through August 30.

#### **A. Election of Officers:**

Before August 30 of each year, the Committee will receive notice from the Academic Affairs and Planning Director concerning Committee membership for the following term. At the final meeting of the year, a Chairperson will be elected by vote of the continuing Committee members.

Upon election, the Chairperson will ask the Nominating Committee to submit a slate of nominees for other offices. These submissions will be reviewed by the new Committee and officers will be elected at the first LTAC meeting of the following fiscal year.

#### **B. Responsibilities of officers:**

The Chairperson shall

- Preside at all meetings of the Committee
- Ensure that the Committee functions smoothly and meets obligations, as outlined in the bylaws
- Represent the Committee where appropriate
- Establish a schedule of regular meetings and call special meetings with at least seven business days' notice to Committee members

The Vice Chairperson presides at meetings in the Chairperson's absence and assists the Chairperson in carrying out the role and activities of the Committee.

The Secretary reviews minutes of all meetings collected by SCHEV staff and submits them to the Chairperson for approval by the LTAC. After approval, the minutes will be posted to the SCHEV website.

#### **C. Responsibilities of LTAC representatives:**

Representatives shall make efforts to participate in meetings, either on-site or via alternative methods. Representatives may designate a proxy to ensure the achievement of a quorum, as well as to ensure voting representation for the institution represented.

---

## **V. Responsibilities of the Academic Affairs and Planning Director**

The Academic Affairs and Planning Director, working closely with the LTAC, shall:

- Provide input to LTAC regarding existing and potential learning and technology issues
- Recommend action on proposals and policies forwarded to the LTAC by SCHEV
- Provide a report of LTAC activities to IPAC as deemed necessary by the Director of Academic Affairs

---

## **VI. Responsibilities of LTAC**

The responsibilities of the committee are to review and provide recommendations to SCHEV on learning and technology issues. In so doing, the committee serves as a supportive body that helps to create, validate, and prioritize learning and technology agendas that lead to timely and appropriate attention to further the advancement of institutions of higher education throughout the Commonwealth of Virginia. Such activities may include:

- Project proposals and operational issues that may be brought to the Committee by any voting or non-voting member, or by the Academic Affairs and Planning Director
- Appropriate criteria for selecting and evaluating the feasibility and value of statewide learning technology initiatives
- Appropriate benchmarks and ongoing metrics to measure the effectiveness and value of SCHEV's activities in teaching and learning with technology
- Create and oversee sub-committees and workgroups to further the work of the LTAC.
- Approve requests to add, modify, or remove bylaws addressing other matters of common concern

---

## **VII. Committees**

### **A. Standing Committees:**

- Service to a standing committee can be fulfilled by voting members of the Committee, non-voting and ex-officio members of the Committee, or other persons deemed appropriate by the Committee
- Only voting members of the Committee can serve as chairs of standing committees.
- There are no limits on consecutive terms
- There will be a minimum of three members for each standing committee
- The maximum number of members is determined for each standing committee
- LTAC members, by majority vote, may create or disband standing committees concerned with activities consistent with the purpose of the LTAC

#### **1. Bylaws Committee**

- Membership: The Bylaws Committee will be comprised of a minimum of three

(3) and a maximum of five (5) LTAC members. A Chairperson will be selected by the Committee members

- Purpose: The purpose of the Bylaws committee is twofold: Provide an annual review of the bylaws and serve as a resource when questions are raised about the operations of the LTAC
- Responsibilities: The Bylaws Committee will recommend to the LTAC policies and procedures relating to the LTAC bylaws, including the periodic review of the bylaws with a view toward recommending changes when appropriate.

## 2. Nominating Committee

- Membership: The Nominating Committee will be composed of a minimum of three (3) members. The current Chairperson will appoint two (2) additional members of the LTAC to serve. The members of the Nominating Committee may not be considered for election to an **officer** position.
- Purpose: The nominating committee is responsible for selecting candidates for nomination to the leadership positions within the LTAC and to the Committee's standing committees.
- Responsibilities: The Nominating Committee will present to the LTAC, in ballot form, with order of candidates on the ballot determined by random selection:
  - Prior to the last meeting of the current year, a slate of no fewer than two (2) nominees for Chairperson of the LTAC.
  - Prior to the first meeting of the new fiscal year, a slate of no fewer than two (2) nominees for other LTAC offices.
  - At the request of the Chairperson, a slate of a minimum of two (2) nominees for each vacancy on standing committees of the LTAC.

### B. Ad hoc Committees:

The Chairperson, with the approval of voting representatives of the LTAC, may appoint or disband ad hoc committees concerned with activities consistent with the purpose of the LTAC.

---

## VIII. Committee Meetings

A. The LTAC shall meet face-to-face at least three times annually.

B. A quorum for Committee action shall consist of a majority of the voting members of the LTAC, which is necessary to hold regular and/or called meetings.

C. Committee action requires a majority of those attending any meeting at which a quorum is present.

D. Approved minutes of all meetings shall be posted on the SCHEV web site.

E. Prior to the end of each "program year", an extended meeting shall be held to prepare a recommended plan of work for the next fiscal year. The meeting should be attended by the

following individuals:

1. One member of the State Council with an interest in using technology to enhance teaching and learning should be invited to attend the meeting.
2. The one current officer of the Learning Technology Advisory Committee should attend the committee meetings.
3. Chairs of any LTAC standing committees continuing into the next year.
4. A staff member from SCHEV should attend the meeting.

The output from the extended meeting will be an Annual Review document outlining a set of goals recommended for consideration by LTAC in the upcoming year.

---

## **IX. Amendments**

These by-laws may be amended by a 2/3rd vote of the voting members of LTAC at any regular or called meeting at which a quorum is present. LTAC members must be given notice of proposed amendments at least two weeks before the meeting at which they are considered.