



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

## ARTICLE I - 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 in the use of technology in service of pedagogy and research.

### Section 2. Purpose

Our purpose is to:

- a. Improve the learning environment and expertise of faculty and instructional support staff.
- b. Enhance the teaching and learning process through the use of technology.
- c. Increase opportunities to communicate, network, collaborate and share best practices through face-to-face and virtual exchange of information and communitybuilding.
- d. Advocate for appropriately equipped and designed learning spaces.

## ARTICLE II - FACT<sup>2</sup> ADVISORY COUNCIL

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### Section 1. Advisory Council

- a. The FACT<sup>2</sup> will be led by an advisory council, hereafter referred to as the Council. The Council convenes on a regular basis, typically four times each calendar year, to communicate findings and campus concerns to the SUNY Provost.
- b. Council appointments are made by the SUNY Provost in consultation with the FACT<sup>2</sup> Chair and the SUNY Provost's liaison to the Council.
- c. The Council will prioritize candidates for appointment who have served in the capacity of a Campus Representative, member of a Task Group, or other FACT<sup>2</sup> related initiatives including but not limited to planning committees, FACT<sup>2</sup> Awardees, and IITG Grant recipients.

## Section 2. Council Membership

- a. Council members must be employees or students of the SUNY System. Each voting Council member may cast one vote.
- b. Voting members shall include Sector Representatives as follows:
  - o University Colleges (3)
  - o Technology Colleges (1)
  - o University Center and Doctoral Degree Granting Institutions (2)
  - o Community Colleges (3)
  - o At Large Members (1)
- c. If not represented by the members in Section 2 above, the Council shall also include voting members representing each of the following constituent organizations:
  - o University Faculty Senate
  - o Faculty Council of Community Colleges (FCCC)
  - o Computer Officers Association (COA)
  - o SUNY Librarians Association (SUNYLA)
  - o SUNY Council for Library Directors (SCLD)
  - o Directors of Online and Distance Learning Environments (DOODLE)
  - o Educational Technology Officers Association (EdTOA)
  - o Council of Chief Information Officers (CCIOs)
  - o Student Assembly
- d. The Council shall include the following ex officio, non-voting members:
  - o SUNY Associate Provost serving as the Provost's FACT<sup>2</sup> liaison
  - o The Director of the SUNY Center for Professional Development (CPD)
  - o Chairs of FACT<sup>2</sup> Council subcommittees
  - o CIT Director
  - o SUNY CPD Academic Program Manager
  - o Program Director of the Innovative Instruction Technology Grants (IITG) Program
  - o Any additional appointments designated by the SUNY Provost.

### Section 3. Duties of the Council Officers

#### a. Council Chair

- Convenes and presides over Council meetings, and sets agendas for meetings of the Council and meetings of the FACT<sup>2</sup> Campus Representatives.
- Convenes and presides over meetings of FACT<sup>2</sup> Campus Representatives (generally once during the fall semester and once at the spring CIT conference)
- Serves as primary spokesperson for the Council to the SUNY Provost, SUNY Provost's liaison to the Council, and other groups as necessary.
- Coordinates Council appointments and ensures that campus representative vacancies are filled.
- Serves as an ex officio member on all task group and related committees as appropriate.
- Identifies another FACT<sup>2</sup> Officer to conduct meetings in his or her absence.

#### b. Chair Elect of the Council

- Actively participates in operational meetings with the Chair at least one year prior to assuming office.

#### c. Secretary of the Council

- Records and maintains official minutes of all Council meetings.
- Tallies and records votes at all meetings and elections (unless recused as a nominee for Chair).
- Distributes Council meeting minutes to the internal email distribution list for additions and corrections and is also responsible for coordinating distribution of reviewed minutes to the FACT<sup>2</sup> Campus Representatives and posting to the FACT<sup>2</sup> Website(s).
- Maintains current version of these bylaws and coordinates any distribution of updates, including posting on FACT<sup>2</sup> Website(s).
- Coordinates with the FACT<sup>2</sup> Council Chair (or designee) and SUNY Center for Professional Development (CPD) to maintain and distribute the official directory of members, contact information and term appointment.
- Coordinates the archive of all FACT<sup>2</sup> correspondence and records with the CPD.

#### d. Past Chair

- The Past Chair will serve for an additional period of time at the pleasure of the Chair and Council.
- Duties of the Past Chair include assisting the Chair

- Coordination of FACT<sup>2</sup> Campus Representatives (recruitment, retention and coordination with CPD)
  - Transition issues, including assistance or service on Task Groups, serving in an ex officio role at the request of the chair
  - Communication issues and processes – ensuring that the Council and FACT<sup>2</sup> Campus Representative operations are effectively maintained.
- e. In the event that any Council officer is unable to fulfill the terms of office, the SUNY Provost in consultation with the FACT<sup>2</sup> Chair and the SUNY Provost’s liaison to the Council will appoint another Council member to serve out that term.

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

- a. The FACT<sup>2</sup> Council will meet a minimum of four times per year by either teleconference or face-to-face, as deemed appropriate by the Chair in consultation with the SUNY Provost. The purpose of these meetings typically tracks a business operation cycle as follows:
- Fall: to address progress of task groups and regular business.
  - Optional bridge meeting between semesters, as deemed necessary by the Chair.
  - Spring: to address progress of task groups and regular business, conduct Council elections.
  - CIT – full meeting with FACT<sup>2</sup> Campus Representatives and SUNY Provost and report FACT<sup>2</sup> Task Group outcomes.
  - Summer: annual strategic planning session to define the charge of task groups and other business as appropriate.
- 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 Council Chair, Past Chair and Secretary are appointed for two years with terms in alignment with fiscal years, typically beginning at the conclusion of the CIT Conference (July 1). An Officer is eligible to be re-elected by the Council for one additional term. Following the Council election, the elected candidate’s name is forwarded to the SUNY Provost for a final appointment decision.
- b. The Chair Elect of the Council is appointed for one year, starting one year prior to the expiration of the current Chair’s term.
- c. Sector members of the Council shall have equal staggered appointments for a term of three years. Each Sector member may serve for only two consecutive 3-year terms.

- d. The terms of the Organization members are determined by their respective constituent 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 Council shall elect the Secretary.

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

- a. Any officer, representative, or sector member shall be removed from the Council if four meetings in any one year are missed without prior consent by the Chair.
- b. The SUNY Provost may at his or her discretion remove any member of the FACT<sup>2</sup> Council.

## **ARTICLE III - FACT<sup>2</sup> CAMPUS REPRESENTATIVES**

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### **Section 1. Representation**

Each SUNY Campus is eligible to appoint two FACT<sup>2</sup> Campus Representatives

- One from full time teaching faculty or librarian ranks (typically someone who is interested in the application of educational technology for teaching and learning)
- One from professional staff ranks (typically an educational technologist, instructional designer or similar supporting staff role)

Large or multiple location campuses may request additional representatives from the Council. The Council will grant additional FACT<sup>2</sup> Campus Representatives at its discretion.

### **Section 2. Appointments**

- a. Campus Representative appointments may be made at the discretion of the Chief Academic Officer (CAO), in consultation with other campus leadership (e.g., CIO, VP's, Library Directors, etc.)
- b. A minimum of one Campus Representative from each campus is required in order to be eligible for SUNY Provost Innovative Instruction Technology Grant awards and/or FACT<sup>2</sup> Awards.

### **Section 3. Duties**

Campus representatives serve an important grassroots role in communicating campus-based “teaching with technology” concerns between their campuses, the FACT<sup>2</sup> Council and SUNY system resources. Reasonable participation and interaction in FACT<sup>2</sup> initiatives and activities are essential to the role.

This role includes:

- a. Monitoring and sharing announcements from SUNY service providers, including the SUNY Center for Professional Development to their campus faculty and instructional staff.
- b. Communicating Council news and information to the faculty and appropriate staff, including – but not limited to – the opportunity to serve on SUNY wide FACT<sup>2</sup> Task Groups, and other FACT<sup>2</sup> initiatives.
- c. Where possible, gathering input from their campus constituents (through surveys, polls, etc.) or campus service and committee work to communicate campus-based issues to the Council.
- d. Representing the concerns and opinions of their constituents at meetings at the annual Conference on Instruction & Technology (CIT) each spring, or at other meetings as called by the Council.

### **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.
- b. Should the Council’s records reflect that a campus representative has not been present physically or virtually to effectively represent his or her campus, the Council Chair will bring this matter to the attention of the SUNY Provost’s Liaison to the Council to consider how to remedy the deficiency.

### **Section 5. Voting**

- a. Campus Representatives have the right to vote on any proposed amendments to the FACT<sup>2</sup> Bylaws. Any proposed changes in these Bylaws will be distributed for review at least one week in advance of a vote.

## ARTICLE IV - ANNUAL MEETING AND VOTING PROCEDURES

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### Section 1. Annual Meeting

- a. An annual meeting of the Campus Representatives and Council will take place at CIT.
- b. Additional meetings may be called by the FACT<sup>2</sup> Chair

### Section 2. Voting

- a. Information and discussion relevant to a vote will be distributed at least one week in advance of the vote.
- b. Campus Representatives will vote on proposed Bylaws amendments by electronic means starting at the annual CIT Conference. Voting will open at the time of the Provost's comments and remain open for one week following the conference.
- c. Changes to the Bylaws must be approved by a majority of FACT<sup>2</sup> Campus Representatives.

### Section 3. Designees

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

## ARTICLE V - PROGRAMS AND SUBCOMMITTEES

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### Section 1. Programs Administered in Partnership with the SUNY System Administration

- a. The Conference on Instruction and Technology (CIT) is an annual event sponsored by the Council in cooperation with the University Faculty Senate and Faculty Council on Community Colleges, supported by the SUNY Center for Professional Development (CPD).
- b. The Innovative Instruction Technology Grants initiative, administered by the SUNY Office of the Provost, receives support and cooperation from the Council.
- c. The SUNY Provost may call upon FACT<sup>2</sup> Council and FACT<sup>2</sup> Campus Representatives to support other initiatives as opportunities arise.

### Section 2. Task Groups and Committees

- a. The Council may establish and abolish committees or task groups to pursue specific topics of interest to the Council and/or the Office of the SUNY Provost.
- b. FACT<sup>2</sup> Task Groups or other committees will meet as necessary and report to the Council.
- c. FACT<sup>2</sup> Task Group Chairs will be appointed by the Council Chair, in consultation with the Council

and Office of the SUNY Provost.

- d. FACT<sup>2</sup> Task Groups and committees of the Council generally:
  - o Are coordinated by the task group chair, who has responsibility for convening and executing the charge as described by the Council and Provost.
  - o Conduct and conclude their work in a 1-2 year timeframe to meet the agreed-upon deliverables (e.g., final report, recommendations or other conclusion).
  - o Migrate longer-term or ongoing work to a new organizational mechanism such as the establishment of a community of practice, or other established support mechanism through the Office of the Provost, Academic Technology and Instructional Support, or an external partner.

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

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### **Section 1. SUNY Center of Professional Development (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> Council as follows:

- a. CPD staff will provide all aspects of the planning, coordination with the host campus, and logistical support of the annual CIT conference.
- b. CPD staff will maintain the FACT<sup>2</sup> website and other relevant archival materials as required.
- c. CPD staff will assist the FACT<sup>2</sup> Chair in scheduling web-based or telephone conference resources for FACT<sup>2</sup> Meetings.
- d. CPD staff will assist with Council travel arrangements and reimbursement when necessary.

### **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> on program planning for academic programs in support of faculty and instructional staff to the campuses.

## ARTICLE VII - ACCEPTANCE AND AMENDMENT OF BYLAWS

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- a. These bylaws and any amendments to them must be approved by a majority vote of the FACT<sup>2</sup> Campus Representatives. Campus Representatives will vote on proposed Bylaws amendments by electronic means starting at the annual CIT Conference. Voting will open at the time of the Provost's comments and remain open for one week following 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 records with support from the Center for Professional Development and ensure public communications from the Council are made available on the FACT<sup>2</sup> Website.