Charter for the

TECHNOLOGY REVIEW COMMITTEE (TRC)

Charter Last Updated	Originally Chartered
October 2022	December, 2015

Section 1—General Information

Purpose:
The Technology Review Committee (TRC) has been established to investigate, advise, and make recommendations to the Associated Student Government (ASG) on all issues involving technology for student use. The recommendations address the need to provide the students of Shoreline Community College (SCC) with the necessary technological resources that are current with today's demands for technical knowledge with the best interest of the students in mind. Members of the TRC will work together during TRC meetings to merge the viewpoints of students and staff to advocate for and implement technological resources in order to enhance student learning experiences at Shoreline Community College.

Scope:

- Implement technological resources in order to enhance student learning experiences at Shoreline Community College.
- Be familiar with the long term development goals of the college to ensure that funds are being spent effectively and that they coincide with the college's core themes and strategic action plan.
- Review and track budget and expense reporting for the Student Technology Fee (STF) budget number.
- Incorporate the college's Triple Bottom Line framework when making decisions about sustainability projects at Shoreline Community College.

This group is sponsored by:
Associated Student Government & Student Life

Terms of membership for this group:
Membership is based on current needs of the college and changes to membership will be approved by the Sponsor.

Membership Composition:

5 Students (One serves as Chair)	1 Faculty Advisor
2 Admin Staff Member	1 Classified Staff Member

Section 2—Working Agreements

Operational Working Agreements

1. How often does this group meet?	Monthly during fall, winter, and spring quarters. Excluding finals week and quarterly breaks.
2. How are meetings scheduled?	At the beginning of each quarter. Special meetings can be scheduled by the direction of the chair.
3. How are meetings cancelled or rescheduled?	Meetings may be canceled and/or rescheduled by the chair or designee.
4. How are items placed on a meeting agenda?	Agenda items can be suggested at the end of each meeting or can be directed to the chair who will allocate meeting time based on the year's plan of work. The chair will also send out a call for agenda items before each meeting.
5. How is meeting time managed?	Committee chair will facilitate meetings by following agenda and will monitor time to keep the meeting on track.
6. Is proxy attendance allowed?	Yes for information, No for voting
7. When will the agenda and other information be sent to members?	The agenda and related documents will be sent out to committee members 24 hours before each meeting.
8. How are meetings facilitated?	The chair will facilitate the meetings or designate a facilitator
9. How are decisions made?	Decisions will be made by a consensus. If an item must be voted on, a majority vote will be used. In order to have quorum, there must be at last 50% + 1 of eligible voting members present. Voting members are students members of the committee.
10. How are meeting summary notes kept and published/distributed?	Summary notes will be kept by the assigned note taker, finalized and reviewed at the next meeting. Approved summaries will be posted on the TRC webpage.
11. How will continuity between prior TRC committee members and current and future TRC committee members be ensured?	At the beginning of leadership term for the TRC members, the history will be reviewed. By the end of the leadership term for the TRC committee members, all relevant information will be recorded for the future use of the committee. Minutes, agreement and charter will be available in the ASG website.

Behavioral Working Agreements

1. Members act collegially, collaboratively and are free to ask for help.

2.	Members are free to express their feelings and are sensitive to the feelings of others. They will be frank and courteous.
3.	Members are open to creative ideas and will provide helpful suggestions as a valuable part of the collaborative process.
4.	Members should arrive on time, fully prepared to participate in the meeting.
5.	Members will advance and support decisions made by the group.
6.	Meetings will end on time; extending meeting time or additional time spent on agenda items will be by mutual agreement.
7.	Members will notify chair of absence.
8.	Members will operate in the interests of TRC as a whole, not just from one's own role.
9.	This is an open meeting and all campus community is invited to attend as audience.

Section 3—Current Membership – Technology Review Committee

Membership List Last Updated
October 2022

Member	Role	Representing
Anna Fong	Chair	Associated Student Government
Chloe Mok	Student	Associated Student Government
Kai Hinch	Student	Associated Student Government
Helene Tran	Student	Associated Student Government
Yolanda Yu	Student	Associated Student Government
Sundi Musnicki	Advisor	Director, Student Life
Gavin Smith	Admin	Acting Director, Technology Support Services
Randy Gottfried	Admin	Director, Instructional Media
James Josleyn	Admin	Assoc. Director, Technology Support Services
	Faculty	
Key to Shading:	Leadership	Member