

Lower Columbia College

Accessible Technology Work Group Procedural Template

Official name:

Accessible Technology Work Group (ATW)

Mission and purpose:

- A. The mission of the ATW is to ensure Lower Columbia College's (LCC) efforts to implement a sustainable Accessible Technology Plan are successful.
- B. The purpose of the ATW is to:
 1. develop, implement, review and update a sustainable campus-wide Accessible Technology Plan,
 2. ensure the Accessible Technology Plan aligns with the college's core values, strategic plan, initiatives and priorities as well as Federal and State laws and policies,
 3. communicate the college's accessible technology goals, strategies and plan to members of the campus community,
 4. track progress towards implementing the Accessible Technology Plan,
 5. solicit and review feedback regarding the Accessible Technology Plan and its implementation,
 6. promote campus-wide use of accessible technology.

Governance:

The President's Executive Leadership Team shall provide governance for the ATW.

Authority:

The ATW shall report to the Vice President of Student Services.

Membership and leadership:

- A. Membership
 1. Work group membership shall include representatives from Effectiveness and College Relations, e-Learning, Instruction, IT Services and Student Services.
 2. College supervisors may nominate employees to serve as members.
 3. The Vice President of Student Services or designee shall approve members to serve on the work group.
 4. Members shall serve on the work group for one (1) academic year and may serve consecutive terms.
- B. Leadership
 1. The Vice President of Student Services or a designee shall lead the ATW, including set meeting agendas, lead meetings, and delegate other work as necessary.

Meetings:

There shall be a minimum of three (3) meetings during each academic year.

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Draft sent to Operations Council via email on
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Sub-committees:

The ATW Chair shall establish subcommittees as necessary to achieve the mission and purpose of the ATW.

Operating procedures:

- A. Rules of Order - Robert's Rules of Order, Revised, shall be the authority on questions of parliamentary rule.
- B. Voting
 1. Each committee member shall have one (1) vote.
 2. Voting may be conducted either in person at a meeting or electronically.
- C. Quorum - A voting quorum shall consist of a majority of the members who voted prior to any established deadlines.

Relevant accreditation standards, policies, and/or publications:

- [LCC Accessible Technology Policy 720](#)
- LCC Accessible Technology Plan

Minutes:

Minutes shall not be required.

Process for amendment of by-laws or procedures:

This charter may be amended by the Executive Leadership Team.

Effective dates and change record:

- Approved:
 - The Accessible Technology Work Group approved the Accessible Work Group Procedures on January 22, 2018
 - The Executive Leadership Team approved the Accessible Work Group Procedures on January 31, 2018

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