

 <b>BRANDON UNIVERSITY</b>	<b>Education Faculty Information and Communications Technology (ICT) Committee</b>	<b>Approved by:</b> Education Faculty Council
<b>Faculty of Education Administrative Policy</b>	<b>First Approved:</b> May 2014	<b>Updated:</b>

### 1.0 Policy General Purpose

The purpose of this committee is to take a leadership role in facilitating the integration of Information Communications Technology (ICT) in the Faculty of Education.

### 2.0 Policy Guidelines

#### Duties:

The ICT Committee will facilitate the development of ICT in the following five areas:

1. **Pedagogy & Practice**  
The ICT Committee will promote the infusion of ICT across all discipline areas of the Education Program. In addition, the ICT Committee will collaborate with the Faculty's Professional Development Unit in providing ICT Professional Development sessions for students.
2. **Professional Learning Support for Faculty**  
The ICT Committee will facilitate professional learning and mentoring opportunities for faculty to continue developing skills with an increasing variety of ICT applications and innovations.
3. **Infrastructure**  
The ICT Committee will serve in an advisory capacity regarding the purchase of hardware and software and accessibility to network enabled applications for the purposes of teaching and research. The committee will also investigate and recommend site licenses for existing and new software appropriate for use within the Faculty of Education.
4. **Supporting Administrative Applications**  
The ICT Committee will support the ICT needs of the Faculty's administrative personnel through collaboration and participation in professional development.
5. **Developing Faculty Web Presence**  
The ICT Committee will serve an advisory role in the on-going development and renewal of the Faculty of Education web page.

**Composition:**

The Faculty of Education ICT Committee will consist of a minimum of three (3) members of the Faculty of Education elected annually from EFC, one (1) representative of the Faculty of Education administration support staff appointed by the Dean, and ex officio members including: the IT Director, a representative from Education Students’ Society, a representative from students in Education Graduate Studies, and any other members deemed necessary by the committee. The Chair will be elected by and from the committee at the inaugural meeting of the committee each year. ICT Committee meetings are open to all members of the Faculty of Education.

**Term:**

All members will serve one-year terms. There is no limit to the number of consecutive terms a member can serve.

**3.0 Scope of the Policy**

The mandate of the ICT Committee shall be reviewed in three years.

**4.0 Definitions**

Network Enabled Applications – Refers to any software, collaboration and/or learning technology that uses the Internet for communication, administration or teaching.

Ex-officio Member - A non-voting member of a committee who serves in an advisory capacity.

**5.0 Reference to Other Policies**

None

**6.0 Approval Process**

ICT Committee proposals and recommendations are to be brought forward to Education Faculty Council and/or Administration for approval.

**7.0 Appendices**

None

---

**Procedures**

Inquiries may be directed to the Office of the Dean of Education at [deanofed@brandonu.ca](mailto:deanofed@brandonu.ca) or (204) 727-9616.

---