

Proposed handbook language for ARC

2022-2023 Committee: Patti Hunter, Jana Mayfield Mullen, Reed Sheard, Mitchell Thomas (chair), Marianne Robins, Tim Van Haitsma, Sarah Skripsky (fall), Mary Docter (spring)

Academic Resources Committee

The Academic Resources Committee (ARC) is concerned with reviewing, recommending and implementing resources suitable for faculty and student use in the classroom, the library, and in the area of information technology. Additionally, the ARC reviews and makes recommendations to the College regarding budget allocation and prioritization of instructional resources. **Such recommendations should account for the sustainability of new resources as well as the maintenance of old resources.**

a) Membership:

- 1) Provost or representative (*ex-officio*)
- 2) Director of Library & Information Services or representative (*ex-officio*)
- 3) Chief Information Officer or representative (*ex-officio*)
- 4) Three faculty, preferably one from each division, one elected annually to a three-year term
- 5) One student appointed by W.C.S.A.
- 6) On an ad hoc basis, such members of the library and information technology faculty or staff who may be required for a specific purpose, who will have voice without vote

b) Officers: The chair will be elected from among the tenured faculty members and shall appoint the secretary

c) Reports to:

- 1) In matters regarding policy that affect instruction, the ARC reports to the **Senate and** Provost.

2) In matters regarding acquisition and implementation of technology, the ARC makes recommendations to the Chief Information Officer and reports to the Provost.

d) Purposes:

1) To assist the Chief Information Officer in determining what new technologies and products are appropriate for Westmont College, and which should be evaluated for instructional use.

2) To propose the acquisition and implementation of new instructional resources, **and to advocate for the maintenance and upkeep of existing facilities and instructional resources.**

3) To advocate for and recommend policy relating to technology issues that affect faculty and students.

4) To assist the Director of Library & Information Services in library-related matters that affect faculty and students, including collection development, building-related matters, staffing, programs, and budgetary issues.

5) To refer items (as appropriate) to the Senate for their recommendation to the faculty.

6) The Chief Information Officer or a designate will as needed provide updates to the ARC on support or procurement related challenges specific to the classroom and other academic technology areas.

7) To review and make recommendations to the Provost (or representative) and Capital Improvement Project committee regarding budget allocation for items that affect faculty and students.