

University of Wisconsin System
By-laws for the Learning Technologies Development Council
Revised: January 23, 2016

Article 1: Title

The title of this organization shall be the Learning Technology Development Council (LTDC).

Article 2: Mission and Vision Statement

The mission of the LTDC is to encourage UW System-wide collaboration among campuses, and support individual campus efforts, that promote the pedagogically-sound use of technology in teaching and learning, as well as explore the use of existing, new and emerging technologies in higher education.

The vision of the LTDC is to enable, on UW System campuses, highly engaged and collaborative teaching and learning environments that are enhanced by the pedagogically-sound use of technology to foster active learning and critical thinking.

Article 3: Membership

Voting members: The voting membership of the LTDC is composed of a representative appointed by the Provost (or comparable position) of each UW institution (one each from the four-year campuses and Extension, and one from Colleges). It is expected that this person be closely associated with institutional activities promoting the use and development of learning technologies in instructional settings. The names of all voting members of the LTDC shall be posted on the Web or made publicly available in another manner.

UW-System member: The Director, Learning Technology Development, shall also be an ex-officio (non-voting) representative from UW-System, appointed by the Vice President for Academic Affairs. The name of this representative shall be posted along with the list of voting members.

Additional, non-voting participants: Other individuals affiliated with the University of Wisconsin with interests consistent with the LTDC mission statement may participate in LTDC activities, but these individuals do not have voting privileges. Furthermore, their participation in meetings and discussions may be limited (See: Meetings).

Article 4: Executive Committee and Officers

Role of the Executive Committee: The role of the Executive Committee (EC) is to: 1) plan, organize, and conduct LTDC meetings 2) act on recommendations and directives of the LTDC, 3) address issues and concerns that affect the LTDC, 4) act on behalf of the LTDC in emergencies or as needed or when timeliness is an issue, and 5) resolve procedural questions.

Membership: The Executive Committee shall consist of five voting members of the LTDC. Each member of the Executive Committee shall serve a three year term. If the outgoing Chair has completed their three year term, they will continue on for one more year in an Ex Officio, non-voting role on the Executive Committee. If the outgoing Chair has not completed their three year term, they will continue their term as a member-at-large of the Executive Committee. The names of the members of the Executive Committee shall be posted on the Web or made publicly available in another manner.

Selection of the Executive Committee: The three year terms for Executive Committee members shall be staggered so no more than two new members are elected in a normal year. Voting shall take place during June of each year. The term of Executive Committee members begins and ends July 1. If a vacancy on the Executive Committee

develops at a time other than the spring meeting, that vacancy shall be filled at the earliest possible opportunity. The method of voting shall be at the discretion of the Executive Committee Chair.

Selection of the Executive Committee Leadership: The Executive Committee shall meet within two weeks of the spring election for new Executive Committee members and select a Chair-elect and Secretary. The method of selection is at the discretion of the Executive Committee members. The transition of officers shall take place immediately after the new officers are selected.

Executive Committee Chair: The Executive Committee Chair shall be the previous year's Chair-elect.

Duties and Responsibilities of the Chair: The Chair position is the leadership position of the LTDC. The Chair is responsible for calling, organizing, and conducting meetings of the LTDC and the EC. It is assumed that the Chair will include other LTDC members in on some of these tasks. The Chair is one of two representatives for the LTDC and serves as the spokesperson for the LTDC. The Chair represents the LTDC on the Learn@UW Executive Committee. The Executive Committee Chair shall also function as the LTDC Chair.

Executive Committee Chair-elect: The method of selection is at the discretion of the Executive Committee members. The Chair-elect must have at least two years remaining in their Executive Committee term.

Duties and Responsibilities of the Past-chair: The Past-Chair is responsible for those tasks which the Chair delegates to him/her. The Past-Chair is one of the two LTDC Representatives who serve as members of the Learn@UW Executive Committee.

Duties and Responsibilities of the Chair-elect: The Chair-elect assumes the role of Chair when the Chair is unavailable.

Executive Committee Secretary: The Executive Committee shall select a Secretary.

Duties and Responsibilities of the Secretary: The Secretary is responsible for taking notes at Executive Committee meetings and distributing them appropriately. The Secretary will ensure at other LTDC meetings that notes are taken and distributed.

Executive Committee Communications Officer: The Executive Committee shall select a Communications Officer.

Duties and Responsibilities of the Communications Officer: The Communication Officer is responsible for managing the LTDC web presence and organizing sub-committees as necessary for initiatives related to internal and external communication.

Duties of the Members-at-large: The members-at-large are responsible for those tasks which the Chair delegates to them.

Article 5: Additional Committees

Ad Hoc committees may be formed by the LTDC, the Executive Committee, or the Chair. These committees may include non-voting participants of the LTDC, but the chairs of these Ad Hoc committees shall be voting members of the LTDC.

Article 6: Meetings

LTDC Semi-Annual Meetings: The LTDC shall meet face-to-face once in both the fall and spring semesters.

Regular LTDC Meetings: In addition to the fall and spring meetings, the LTDC shall meet regularly throughout the

year. It is preferred that these meetings be monthly, but they may be more or less frequent depending on the need. These meetings shall be scheduled well in advance. These meetings may be face-to-face, or involve teleconferencing, Internet technologies, or other media that allows for synchronous communication at distant locations.

Special LTDC Meetings: The Chair may call special meetings of the LTDC to address immediate concerns. The Chair shall determine how these meetings are conducted.

Participation By Non-Voting Attendees: The Chair may limit discussion of specific topics to only voting members of the LTDC.

Executive Committee Meetings: The Executive Committee shall meet in conjunction with the fall semester LTDC meeting. In addition, the Chair may call meetings of the Executive Committee as needed. The Chair shall determine how these meetings are conducted.

Article 7: Elections and Voting

Only voting members of the LTDC, as defined in Membership, may vote on LTDC issues. If the LTDC member of a UW-Institution is unavailable to vote, they may designate a temporary substitute to act in their place. Any questions pertaining to the validity of someone acting on behalf of an absent voting member of the LTDC shall be resolved by the Executive Committee.

Article 8: Amendments

Amendments to these by-laws must be approved by a 2/3 vote of all LTDC voting members. Prior to the vote, a document displaying the exact wording of the proposed amendment must be made available to voting members. This document may be a printout, email, email attachment, discussion posting, or any other format that can be preserved. Sufficient time shall be allowed for discussion before the vote is taken. The vote shall be conducted in such a manner that the vote of each individual voting member is known. This may be a role-call vote, either face-to-face or teleconference; email; or some other media.