

# Policy on Classroom Technologies – Introduction of

**Category:** Academic – Students, Teaching, Faculty

**Approval:** Senate

**Responsibility:** Associate Dean(s) of Arts and Science (Undergraduate Studies)

**Date:** April 17, 2012

## **Purpose/Reason for Policy:**

The Information Technology (IT) department plays a vital role in supporting the University's activities, including the core missions of teaching and learning. Integration and support of information technologies employed in classroom course delivery are essential to effective teaching.

1. The policy supports and encourages faculty and/or staff initiatives in the development of best practices in technology for teaching and learning.
2. IT is normally the first point of contact for classroom support.
3. IT will often have experience with or knowledge of comparable projects which may inform the introduction of new classroom technologies. In addition, IT may have insights into the compatibility of these with existing systems. This knowledge is best applied when IT is consulted at the initial planning stages.
4. IT is responsible for compatibility and integration of primary information services on all campuses and must be aware of new add-ons to the existing network due their potential impact on network performance.

This policy establishes a process of consultation, assessment, and approval for the purchase and implementation of classroom information technologies. This is in place to support and encourage faculty/staff initiatives in the development of best practices in technology for teaching and learning. This policy ensures that proposed new classroom technology is compatible with Trent's existing information systems.

## **Scope of this Policy:**

This policy applies to faculty/staff on all Trent University campuses. Nothing in this policy shall supersede the provisions of any applicable collective agreement.

## **Policy Statement:**

New classroom information technologies that will require support and/or resources from Trent's IT department must be approved by the Technology for Teaching and Learning Subcommittee prior to being introduced.

## **Responsibilities**

Administration of this policy is the responsibility of the Technology for Teaching and Learning (TTL) Subcommittee of the Senate Teaching and Learning Support Committee.

All faculty/instructional staff are required to submit proposals to the TTL Subcommittee which consults with the IT department on these submissions.

**Contact Officer:**

Associate Dean(s) of Arts & Science

**Date for Next Review:**

May 1, 2019

**Related Policies, Procedures & Guidelines**

- a) N/A

**Policies Superseded by This Policy:**

- a) N/A