Blackboard Team (Working Group)
Truman State University

1. PURPOSE

The Blackboard Team provides advice on the continued development of the campus course management system. This working group will provide ongoing review and recommendations regarding Blackboard and reports to the Information and Applications Steering Committee (Steering Committee).

2. SPECIFIC CHARGES

The committee charge is as follows:
- Review concerns that are brought to the committee and make recommendations to resolve these concerns;
- As needed, recommend new policies to the Steering Committee with regard to course management system issues;
- Monitor satisfaction with the course management system and make recommendations to the Steering Committee to ensure continuous improvement of services is provided.
- Provide input regarding upgrade timeframes and system design issues.

3. AUTHORIZING EXECUTIVE BODY

The Blackboard Team reports to the Information and Applications Steering Committee.

4. ELIGIBILITY AND SELECTION OF MEMBERSHIP

Membership
The Chair of the Information and Application Steering Team, in consultation with appropriate others, appoints all members.

- Voting Members – Representation typically includes the following positions or a delegate from that area.
  - (1) Representative from the School of Business
  - (1) Representative from the School of Health Sciences and Education
  - (1) Representative from the School of Arts and Letters
  - (1) Representative from the School of Science and Mathematics
  - (1) Representative from the School of Social and Cultural Studies
  - (1) Representative from the Faculty Senate
  - (1) Representative from the Library
- Voting Ex-Officio Members -
  - (1) ITS Blackboard System Administrator
  - (1) Director of Learning Technology
  - (1) Representative from the Information and Application Steering Team
  - The group is chaired by the representative from the Information and Application Steering Team who is responsible for reporting team progress to the Committee.
- Non-Voting Special Liaison Members – as needed, depending on projects and activities

Term of Membership
All appointed members shall serve a one year term. The terms will begin with the academic year. Members can be appointed for an unlimited number of consecutive terms. Special Liaison members

shall serve for terms negotiated on a case-by-case basis. Ex-officio members serve as ongoing committee members.

Filling Vacancies in Unexpired Terms
Vacancies in appointed terms which arise because of resignation from the Blackboard Team, retirement, separation from the University, or change in job classification, rank, or assignment shall be filled by appointment of the area where the vacancy has occurred.

Subordinate Structures
The group may establish finite working groups and/or task forces as needed.

5. OPERATING PROCEDURES AND GUIDELINES

To the extent possible, the following guidelines are to be observed:
- The Blackboard Team shall meet monthly.
- Minutes will be kept at each meeting and will be on file in Information Technology Services.

6. COMMITTEE DURATION

This is a standing team reporting to the Information and Application Steering Committee.

(Revised 03/7/2017)