

Article I – Charter

The Student Technology Council (STC) was chartered in 2009 by the UC Berkeley Chief Information Officer as the student technology governance structure. The STC identifies and prioritizes students' information technology needs and opportunities. Today, since its establishment, the STC has become the primary advisory body to the Office of the CIO for issues related to student technology.

Article II — Mission

The STC's mission is to connect, innovate, and sustain in order to meet student technology needs.

In pursuit of this mission we

- Connect the Cal community while providing tools for interdisciplinary collaboration on and off the UC Berkeley campus.
- Innovate durable solutions for student technology needs.
- Sustain the Council and its impact through transparent governance and high standards of accountability.

Article III – Guiding Principles

The STC

- Represents the diverse student communities of UC Berkeley.
- Is available, accessible, and responsive to students.
- Evaluates existing campus technological resources to promote educational and organizational innovation, efficiency, and effectiveness.

Article IV — Membership

1. There are eight voting members of the STC, six undergraduate and two graduate students.
2. There are three ex-officio student members on the STC appointed by the ASUC, the Graduate Assembly and the Committee on Student Fees (CSF).
3. In addition, the Associate Vice Chancellor of IT and CIO is an ex-officio member.
4. There is one staff consultant appointed by the CIO.
5. In order to have representation across all academic fields of study, no more than two members shall be from any one discipline.
6. Each term is one year long, beginning on October 1 and ending no later than May 30 each year.
 - a. Members have the opportunity to extend their term into the summer.
7. There is no limit on the number of terms a student may serve on the STC.
8. At the end of the academic year, all STC members are asked about their intentions regarding continuation on the STC for the following year. Of those continuing, at least one must be selected by the others to be the following year's co-chair. The second co-chair is determined no later than the end of the first week of October.
9. There are two co-chairs, one of whom must be a continuing member.

- a. If neither co-chairs are continuing into the next academic year, new co-chairs will be elected in April
 - b. Newly elected co-chairs must complete training prior to the next term.
10. If an STC member is not contributing as expected, the co-chairs with guidance from the staff consultant(s) are responsible for determining if the member should continue to participate on the STC. Lack of or low participation may result in the co-chairs asking the member to leave.

Article V - Collaborators

1. Collaborators of the STC consist of people who support the mission of the STC
2. Roles may include, but are limited to
 - a. Promoting the mission, sponsored projects, and programs of the STC.
 - b. Providing informal guidance.
 - c. Informing the STC of trends in technology that could impact work of the STC.
 - d. Assisting in researching the technology needs of students.
 - e. Facilitating coordination and networking efforts of the STC with other groups and individuals in UC Berkeley and its greater community.
3. Examples may include partnerships with Educational Technology Services, Information Services and Technology, Associated Students of the University of California, Adobe, etc.

Article VI — Operations and governance

Recruitment.

1. The STC is responsible for publicizing positions on the STC by
 - a. Recruiting from diverse groups using a variety of communication methods
 - b. Clearly describing the commitment required of any STC member
2. The STC prepares an online application every year for potential future members. The application is subject to change, should the need arise, pending the consensus of the STC.
3. All continuing members are expected to participate in the selection process for new members.
4. New members are selected through consensus of the STC. Information regarding membership decision-making is communicated to individual applicants by one or both of the STC Co-Chairs.
5. A list of current and past members, their major/school affiliation, and projected year of graduation is posted on the STC website.

Responsibilities of STC members.

There are five areas of responsibility for the STC. These are subject to change, pending the consensus of the STC, should the need arise.

1. Relationships and finance – shared by the co-chairs
 - a. The co-chairs manage relationships
 - i. Within the STC - decision-making, conflict, members not meeting expectations, recruitment.

- ii. Among the STC and the ASUC, the Graduate Assembly, the Student Technology Fee Committee (STFC) and the Chancellor's Advisory Committee on Student Services and Fees (CACSSF).
 - iii. With external entities (e.g., potential sponsors, symposia/colloquia participants).
 - b. The co-chairs manage the finances of the STC by working with the STC/OCIO staff support to
 - i. Prepare an annual budget.
 - ii. Prepare semesterly expenditure reports .
 - iii. Obtain in-kind support for projects from local sponsors
- 2. Student technology needs assessment
 - a. Add/update technology sections/questions on already existing surveys administered by other campus departments.
 - b. Manage focus groups, where appropriate.
 - c. Develop "lightning surveys" - quick surveys that are very limited and timely relative to an urgent student technology issue.
 - d. Analyze and present the data collected to the STC, any other interested groups, and for publication on the STC website.
- 3. Communications and outreach
 - a. Manage the content of the STC website to ensure accuracy, timeliness, accountability, and transparency.
 - b. Promote the STC, its mission, and its activities on campus through a variety of communication methods.
 - c. Assist the co-chairs in recruiting for new STC members each year.
- 4. Research and innovation
 - a. Lead activities designed to inspire the STC and possibly shape RFPs and proposals, such as
 - i. What students are doing.
 - ii. What faculty are doing.
 - iii. What is being done outside the University.
 - iv. What the trends are, e.g., through publications such as Educause's Horizon Report and other futurist publications.
 - b. Initiate and/or collaborate with other campus units on STC projects.
 - c. Support student innovation in technology, for example, web and mobile app competitions and distribution

STC decision-making.

1. A quorum is defined as "50% plus one" of current members with at least one co-chair present (present includes in-person, by phone, or by VOIP (voice over IP)).
2. A quorum is required for decision-making. In an extraordinary situation where a decision is urgent and a quorum cannot be achieved with the above definition of "present," email and online voting may be accepted for decision-making purposes.

3. Consensus is the goal for all decisions, where consensus is not defined as 100% agreement but rather as agreement where no member is “blocking,” i.e., raising serious reservations/concerns which the group is obligated to discuss/address/consider. It is OK for any member to “step aside” or abstain from a decision. “Stepping aside” indicates that while there is not whole-hearted agreement, there is no block.
4. If the co-chairs determine that there is an irreconcilable impasse, an external deadline, or non-productive discussion, then they can call for a vote, where “50% plus one” determines the outcome. If a vote is tied at 50% to 50%, then the co-chairs must decide if (a) the group is not ready to move ahead and so there must be more discussion, perhaps at a subsequent meeting; or (b) the co-chairs must decide themselves, but only if there is no time for more discussion. If co-chairs are not in agreement, the co-chair with seniority must make the decision.

Meetings.

1. The meeting schedule of the STC along with the agenda and notes from any meeting is available upon request.
2. The agenda is determined by the co-chairs.
3. The co-chairs facilitate the meetings.
4. The notes are produced by the STC/OCIO staff support.
5. STC meetings are open to anyone, although guests are encouraged (through the website and by members) to contact the STC ahead of time so that there is sufficient time at the beginning of the agenda, during the “Open Forum” for the guest to talk. Observers are welcomed as well.
6. The STC reserves the right to have closed sessions whenever an HR discussion and/or decision is pending.

Participation in other campus governing groups.

1. The STC is represented by one of its members at STFC and SIS meetings.
2. The STC consults regularly with the GA and the ASUC.

Article IX — Bylaws amendments

1. Amendments to these bylaws may originate in the STC.
2. Amendments to these bylaws require the regular STC decision-making process before they go into effect.