

Computer-Based Testing Facility (CBTF) Advisory Council

In order to promote communication between administration, faculty, and students in the Computer-Based Testing Facility (CBTF), a CBTF Advisory Council shall be formed for the purpose of discussing relevant issues related to its services and making recommendations for consideration by the appropriate decision-making group(s).

The CBTF Advisory Council is meant to serve as a forum for discussion about the CBTF services giving the stakeholders a voice in that discussion. Because the CBTF serves a whole range of stakeholders, the Advisory Council will consist of representatives from the administration, faculty, and students.

There are several points for CBTF stakeholders to remember with regard to the Advisory Council:

- There are certain aspects of the CBTF that cannot be changed. These issues can be discussed and explained, but the Advisory Council has no power to alter the existing program.
- Personnel issues will not be discussed.

Members of the Advisory Council shall include:

- Faculty Co-Chair: faculty member with CBTF experience
- CBTF Co-Chair: CBTF Assistant Director
- Two (2) faculty members with CBTF experience from Grainger Engineering
- One (1) faculty member with CBTF experience from outside Grainger Engineering
- One (1) undergraduate student from Grainger Engineering
- One (1) undergraduate student from outside Grainger Engineering
- One (1) LAS college representative
- Four (4) CBTF admins as ex-officio members

Length of Term

Advisory council members will serve two-year terms.

Advisory Council Description

The CBTF Advisory Council will meet a minimum of twice per semester, excluding summers, for a duration of one hour each meeting.

The Co-Chairs will coordinate to establish meeting agendas. The primary responsibility of the Faculty Co-Chair will be to facilitate the CBTF Advisory Council meetings. The primary responsibility of the CBTF Co-Chair will be to provide administrative assistance with meeting scheduling, collecting of agenda items, and the recording and distribution of meeting minutes.

Typical agenda items include space and planning recommendations for future semesters, recommendations on policies and procedures, academic integrity protocols, PrairieTest concerns and suggestions, potential educational innovations using the CBTF, and faculty and student concerns and suggestions.



