

Utah Education Network

Bylaws of the Utah Education Network

Article I

NAME AND AUTHORIZATION

1. The name of this Association shall be the Utah Education Network (UEN).

Article II

PRINCIPAL OFFICE

1. The principal office of the Utah Education Network is located at the Dolores Doré Eccles Broadcast Center at the University of Utah, in the City of Salt Lake, County of Salt Lake, State of Utah.

Article III

UEN STEERING COMMITTEE

1. The UEN Steering Committee shall consist of members who have responsibility for telecommunications within their institutions or organizations, and/or who are authorized to speak and vote on statewide educational telecommunications issues. The Steering Committee will provide oversight and leadership to UEN, approve policies, plans, budgets, and programs with which the Network is directly involved and will receive recommendations, advice and input from other committees, as described in Article VI. Membership on the Steering Committees shall be constituted as follows:

1.1 The Governor shall appoint all members of the Steering Committee.

1.2 The membership of the UEN Steering Committee shall consist of:

1.2.1 Ten (10) representatives of higher education as follows: one (1) representative from the staff of the Utah State Board of Regents, nominated by the Commissioner of Higher Education; at least eight representatives from the upper levels of management (generally, President, Vice President or Dean status, including at least one dean representing the USHE continuing education deans and one representative of the higher education research community) with decision-making responsibility from the state's nine (9) institutions of higher education nominated by the Commissioner of Higher Education; and one (1) representative from the University of Utah as appointed by the President of the University.

1.2.2 Ten (10) representatives from public education as follows: one (1) representative from the Utah State Office of Education, nominated by the State Superintendent of Public Instruction; nine (9) representatives nominated by the Utah State Office of Education, including: three (3) representatives from the Utah School Superintendents Association, one (1) master teacher, one (1) school principal, one (1) representative from public education with a curriculum and technology focus; one (1) representative selected from the Regional Service Center Directors, one (1) representative nominated by the Technology Coordinators Council, and one (1) charter school representative.

1.2.3 At least one (1) representative from private industry, nominated by the Executive Committee.

- 1.2.4 The Governor's Education Deputy and the State Chief Information Officer.
 - 1.2.5 One (1) representative from the Utah Senate.
 - 1.2.6 One (1) representative from the Utah House of Representatives.
 - 1.2.7 Director of the State Library Division.
 - 1.2.8 Executive Director of the Utah Education Network.
 - 1.2.9 Members shall serve four year terms. The staff members representing the State Board of Regents and the Utah State Office of Education, the University of Utah and those members referred to in sections 1.2.4 through 1.2.8 are members by virtue of their positions without fixed terms.
2. Responsibilities. The Steering Committee will oversee the Network in its development and operation of a coordinated, statewide, multi-option telecommunications system to assist in the delivery of educational services throughout the State of Utah. Specific responsibilities include the following:
- 2.1 Establish policies and rules that govern the activities of UEN.
 - 2.2 Provide leadership and promote the expansion of the Network and its services.
 - 2.3 Based on decisions made by appropriate Public Education and Higher Education entities, provide coordination of UEN instructional services that jointly affect public and higher education and oversee projects and activities being conducted by instructional services staff, including professional development and training services.
 - 2.4 Oversee and approve statewide and regional technical plans and policies, and ensure that regional Technical Forums are functioning effectively in all regions of the state.
 - 2.5 Approve and review budgets for Network operations.
 - 2.6 Represent public and higher education in statewide educational telecommunication matters with approval from the State Board of Education and State Board of Regents as appropriate.
 - 2.7 Advise the Governor and coordinate Utah's educational technology entities in carrying out the Governor's agenda on issues related to the delivery of statewide distance learning services and educational technology.
 - 2.8 Respond to the Board of Regents and the State Office of Education with advice on issues and policy for the planning and operation of educational telecommunications, including:
 - 2.8.1 Coordinate courses, programs and services available from colleges, universities and schools through the Utah Education Network.
 - 2.8.2 Coordinate and integrate data, library, and video networks and services.
 - 2.8.3 Coordinate individual institutional electronic delivery systems with the statewide educational data network.
 - 2.8.4 Oversee the Utah Education Network site selection and implementation and integration process.
 - 2.8.5 Approve system standards, architecture and characteristics.
 - 2.8.6 Coordinate the Technology Initiatives of public and higher education.
 - 2.9 Work with representatives from the public and private sectors in the master planning of statewide telecommunications, including two-way audio/video, and data communications in support of enhanced learning opportunities.
 - 2.10 Encourage the cost effective use of technology services, and seek to improve access to and utilization of educational services and instruction in both rural and urban areas.

- 2.11 Promote telecourses sponsored by educational institutions over KUED Instructional Television and KUEN.
- 2.12. Support Utah Education Network Staff efforts to:
 - 2.12.1 Cooperate with state and local governmental agencies to provide teleconference and training services.
 - 2.12.2 Consult with the Utah Instructional Media Council in acquiring, producing and distributing instructional programming services, and with public advisory committees in acquiring, producing and distributing television programs on KUED Instructional Television and KUEN.
 - 2.12.3 Periodically evaluate the use and services offered through KUED Instructional Television, KUEN, and UEN to determine technical service reliability; program content and instructional application validity and necessity; cost effectiveness; and training success.
 - 2.12.4 Provide diverse training opportunities for those utilizing the Utah Education Network telecommunications systems.
 - 2.12.5 Promote the marketing of telecourses over KUED Instructional Television, and KUEN.
- 3. The Steering Committee shall meet at least six (6) times a year at the Dolores Doré Eccles Broadcast Center located at the University of Utah and via UEN's interactive video conferencing system. Notice of each regular meeting shall be given to each member at least ten (10) days prior to the date of the meeting. An annual meeting schedule shall be submitted to the Committee for approval prior to each new calendar year.
- 4. Meetings shall be conducted with Robert's Rules of Order Newly Revised where consistent with these bylaws.
- 5. Special meetings by the Steering Committees may be called at any time by the Co-chairs, or

by a majority of the Steering Committee acting collectively. Reasonable advance notice of the time and place of each special meeting shall be given.

- 6. Notice of the time and place of reconvening an adjourned meeting need not be given to absent members if the time and place is fixed at the meeting at which the adjournment is approved.
- 7. The presence in person or by proxy of 50 percent of the members shall constitute a quorum for the transaction of business. Each act or decision done or made by a majority of the members present in person or by proxy at a meeting duly held at which a quorum is present shall be regarded as the act of the Committee. Proxies shall be officially designated by the member to be represented by notification to one of the co-chairs and shall have full rights to vote in behalf of the member represented.
- 8. Any action required or permitted to be taken by the Committees may be taken without a meeting if all members of the Committees shall individually or collectively consent in writing to such action. Any actions taken under this provision must be considered to be emergency in nature and must be ratified in the next regular meeting of the committee.
- 9. Notwithstanding any other provisions of these Articles, the Committees shall not carry on any activities inconsistent with the laws of the State of Utah and the policies of the University of Utah.

Article IV

OFFICERS

- 1. The Co-chairs of the Utah Education Network Steering Committee shall be the staff representative from the State Board of Regents and the Associate Superintendent of the Utah State Office of Education. One of the Co-chairs, if present, shall preside at and conduct all Committee meetings and shall exercise and perform such other powers and duties as may be assigned to them from time to time by the Committee or prescribed by these Internal Organizational Policies.

2. The Executive Director of the Utah Education Network shall be appointed by the administration of the University of Utah in consultation with the Utah Education Network Steering Committee. The Executive Director of the Utah Education Network shall cause minutes of all meetings of the Network Steering Committee and of the Executive Committee to be kept at the principal office of the Network, stating the time and place of the meeting, how it was called or authorized and notice given, the names of those present and the proceedings thereof. The Executive Director of the Utah Education Network will also serve as the liaison to the Office of the Commissioner, Utah System of Higher Education and the Utah State Office of Education. The Executive Director of the Utah Education Network will supervise needs assessment; research and planning; programming, applications, and instructional services; investigation, development and expansion of new technologies; planning and policy making; and public relations.

Article V

THE UTAH EDUCATION NETWORK STEERING COMMITTEE STAFF

1. The Utah Education Network Steering Committee shall be assisted in carrying out its day-to-day operations by a Network Staff, as assigned by the Executive Director.

Article VI

COMMITTEES

1. The Executive Committee of the Utah Education Network Steering Committee shall consist of the Steering Committee co-chairs and the co-chairs of the Instructional Services and Technical Services standing committees (described below), and the Executive Director as an ex-officio member. The Steering Committee co-chairs shall chair Executive Committee meetings on a rotating basis. Co-chairs of the Technical Services and Instructional Services committees should represent public education and higher education, and be members of the Steering Committee. The Executive Committee shall meet periodically to make recommendations for the management and

direction of the activities of the Committee, which shall be referred to the Steering Committee members for action. The Executive Committee shall have the authority to act on behalf of the Committee between general meetings, providing such actions are subsequently ratified by majority vote of the Steering Committee at its next regular meeting. The Executive Committee will constitute a subcommittee of the Steering Committee to review overall mission, planning and budgeting of the Network. The Executive Committee shall provide minutes of its meetings to the Network members.

2. The Instructional Services Committee shall consist of two co-chairs who represent public education and higher education on the Steering Committee, and committee members, and are appointed by the Steering Committee Co-Chairs. Members shall reflect an appropriate balance of public and higher education representatives, include representatives of both rural and urban regions of the state, and legislative/governmental and private sectors. To provide adequate expertise and rural/urban representation, individuals who are not Steering Committee members may be appointed to the committee. The Instructional Services Committee shall provide coordination of UEN instructional services that jointly affect public and higher education and oversee projects and activities being conducted by instructional services staff, including professional development and training services. Planning and budget related to instructional services should be reviewed by the committee, after which its recommendations should be submitted to the executive committee for prioritization in relation to other budget and planning priorities. Other recommendations may be submitted directly to the full Steering Committee.

Instructional Content Subcommittees. Based on a guiding principle that Public Education and Higher Education control instructional content delivered through UEN, four separate committees are recommended to be established by the Higher Education and Public Education systems to provide governance of instructional content delivered by UEN from the two systems. Subject to approval by the two educational systems, these instructional content subcommittees will include:

- 2.1 The Higher Education Advisory Committee. This committee will provide oversight of higher education courses and other instructional content delivered through UEN. Its membership shall be determined by the Utah System of Higher Education, but might include the Assistant Commissioner as chair, the Director of the Utah Electronic College, representatives of the Chief Academic Officers (CAO's) and Deans of Continuing Education, and a representative of the Utah Academic Library Council. Staff support to the committee shall be provided by UEN.
- 2.2 The Public Education Advisory Committee. This committee will provide oversight of public education courses and other instructional content delivered through UEN. Membership should be determined by the USOE, but might include the USOE Director of Curriculum as chair and the Principal of the Utah Electronic High School, and representatives of Superintendents, Content forum, and appropriate USOE curriculum specialists. Staff support to the committee shall be provided by UEN.
- 2.3 The Joint Concurrent Enrollment Review Committee. This committee shall provide oversight of concurrent enrollment courses offered through UEN. Its membership should be determined by the two systems, but might be co-chaired by the Assistant Commissioner and Curriculum Director with membership from representatives of the two Instructional Content Review committees. In addition, the USOE concurrent enrollment administrator should be a member.
- 2.4 The Instructional Services Committee may recommend to the Steering Committee that additional, separate committees should be established to oversee specific instructional content areas.
3. The Technical Services Committee shall consist of co-chairs who represent public education and higher education on the Steering Committee, and committee members, and are appointed by the Steering Committee Co-Chairs. Members shall reflect an appropriate balance of public and higher education representatives, include representatives

of both rural and urban regions of the state, and legislative/governmental and private sectors. To provide adequate expertise and rural/urban representation, individuals who are not Steering Committee members may be appointed to the committee. The Technical Services Committee shall oversee the development of a statewide Network Connectivity Agreement, and review and monitor regional technical plans and agreements for consistency with statewide priorities. The Committee shall ensure that regional Technical Forums are functioning effectively in all regions of the state. Planning and budget issues related to technical services issues shall be reviewed by the committee, after which its recommendations are to be submitted to the Executive Committee for prioritization in relation to other budget and planning priorities. Other recommendations may be submitted directly to the full Steering Committee.

4. Standing committees shall meet in conjunction with regularly scheduled Steering Committee meetings. The findings and recommendations of the standing committees will be reported to the full committee by their chairs. Recommendations approved by the standing committees will be presented to the Steering Committee as motions that have already received a second.
5. The Utah Education Network Planning Task Force (PTF) is comprised of Network staff, as assigned by the Executive Director, along with one representative from the Public Education Advisory Committee and one representative from the Higher Education Advisory Committee, as assigned by the respective committee chairs. The PTF reports to the Executive Committee and is responsible for overseeing and coordinating telecommunication technology initiatives, plans, standards, services, programs and policy for public and higher education.
6. At its discretion, the Utah Education Network Steering Committee may create other ad hoc committees.

Article VII

INSPECTION OF BYLAWS

1. The Utah Education Network Steering Committee shall keep in its principal office the original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Executive Director of the Utah Education Network, which shall be open to inspection by the Committee members at all reasonable times during office hours.

Article VIII

AMENDMENTS

1. The Bylaws may be amended or repealed by a vote of two-thirds (2/3) of the total membership of the Utah Education Network Steering Committee at a general or special meeting.

Article IX

INDEMNIFICATION OF MEMBERS

1. All Officers and Members of the Utah Education Network, while in the performance of their duties, are recognized as acting under the authority of the State of Utah and, subject to any limitations provided by law, shall be indemnified by the State of Utah against claims arising within the scope of the Public Officers and Employees' Indemnification Act.

REFERENCES

The Network is authorized in Laws of Utah, Title 53B, chapter 17, sections 101,102,103, and 104, and the Bylaws are consistent with provisions of state law.

*Adopted August 16, 1996.
Amended November, 2001, February 21, 2003,
February 20, 2004, April, 2007, and
October 23, 2009.*