

Council for Academic Technology and Innovative Education (CATIE) Bylaws

Revised October 2025

Background Information

In February 1998, the Chancellor of The Texas A&M University System (TAMUS) convened two groups to explore the future of distance learning across the System. As a result, sixteen individuals representing nine universities, the Health Science Center, and System agencies were appointed by their Chief Executive Officers (CEOs) to focus on policies and strategies related to instructional technologies and multimedia-based programs. These representatives formed the Distance Education Advisory Council.

The Council met regularly to develop guiding principles that informed the creation of *TAMUS Online*, a web portal designed to provide students with access to online educational opportunities. In 2003, several System initiatives, including distance education, were discontinued and the associated offices were dissolved. In 2008, TAMUS renewed its focus on distance education by reactivating an advisory council with representation from System member universities and agencies.

In 2013, the TAMUS Vice Chancellor for Academic Affairs (VCAA) restructured the council into a more formal and comprehensive organization to provide collaborative leadership, strategic direction, and guidance on academic technology and educational innovation across the System.

ARTICLE I. Name, Purpose, and Areas of Focus

Section 1. Name

This council shall be known as the Council for Academic Technology and Innovative Education (CATIE) and shall serve The Texas A&M University System.

Section 2. Purpose

The purpose of CATIE is to support the educational mission of the system members in matters related to technology use in the design, development, delivery, and assessment of courses and programs, and to advise the VCAA on such matters. CATIE provides collaborative leadership, strategic direction, guidance, and recommendations related to technology-enhanced teaching, learning, and assessment. Its work spans traditional classroom environments as well as emerging technologies, innovative educational models, and new learning environments.

CATIE works closely with other System-level councils and committees to help ensure that academic technology and innovative education needs are addressed across the System.

Section 3. Areas of Focus

Areas of focus for the Council include, but are not limited to:

- Teaching and learning technologies
- Collaboration to leverage resources, such as quality assurance, academic integrity, policies, accessibility, and professional development
- Policies, rules, and regulations governing the use of technology within the academic environment
- Emerging trends, innovative practices, and best practices in the use of academic technologies to advance TAMUS goals
- Professional development for faculty and staff in academic technology

ARTICLE II. Membership

Section 1. Membership Structure

The complex and evolving nature of academic technology requires cooperation and consultation among various segments of the A&M System community, including instructional technology, information systems and services, and academic affairs.

As academic technology continues to evolve, CATIE maintains a flexible structure that can respond to emerging System priorities and initiatives. Additional representatives and subject matter experts may be invited to participate in Work Groups, task forces, committees, or other initiatives as needed.

Institutions are encouraged to appoint representatives with experience in one or more of the following areas:

- Academic leaders (e.g. Assistant Vice Presidents, Assistant Deans) overseeing academic technology operations
- Directors of Distance Learning and/or Instructional Technology
- Faculty members with proven record of innovative use of technology in teaching
- Professionals in charge of technology-based training and outreach

Section 2. Membership Appointments

Member university Chief Academic Officers (CAO) appoint CATIE members from their respective universities. Deans/Vice Chancellors overseeing the agencies shall appoint representatives as directed by Section 3, “Membership Distribution.” CATIE members are appointed for three-year terms and may be reappointed.

Travel expenses associated with CATIE participation are the responsibility of member institutions. The CATIE Chair and Vice Chair will have additional travel expenses for Board of Regents meetings.

Membership automatically terminates when a member separates from the institution they represent or is no longer designated by the appointing authority.

Any changes in membership will be communicated to the VCAA by the respective A&M System members.

Section 3. Membership Distribution

The Council is composed of representatives from the A&M System member universities and agencies. Due to the diversity of the size and function of the A&M System, voting seats are allocated to each member as described below.

The following System member universities are each entitled to two (2) voting representatives:

- Prairie View A&M University
- Tarleton State University
- Texas A&M International University
- Texas A&M University
- Texas A&M University-Central Texas
- Texas A&M University-Commerce
- Texas A&M University-Corpus Christi
- Texas A&M University-Kingsville
- Texas A&M University-San Antonio
- Texas A&M University-Texarkana
- Texas A&M University-Victoria
- West Texas A&M University

The following branch campuses and System member agencies are each entitled to one (1) voting representative appointed by the CAO/CEO:

- Texas A&M University at Galveston
- Texas A&M Health Science Center
- Texas A&M AgriLife Extension
- Texas A&M Engineering Experiment Station
- Texas A&M Engineering Extension Service
- Texas A&M Transportation Institute

Two external organizations will have a single voting representative on CATIE:

- Chancellor's Student Advisory Council (CSAC) representative serving a one-year term, with the possibility of reappointment

- Digital Accessibility Council (DAC) representative serving a one-year term, with the possibility of reappointment.

In addition, the following individuals or *their designees* serve as ex officio members of the Council:

- TAMUS Vice Chancellor for Academic Affairs (VCAA)
- TAMUS Chief Information Officer
- TAMUS System Office liaison

Each voting representative shall be entitled to one vote on matters brought before the Council. Ex officio members may participate in discussions but shall not vote.

ARTICLE III. Committee, Officers, and Duties

Section 1. Executive Committee

The Executive Committee (EC) serves as the governing body of CATIE and as an advocate for academic technology, innovative education, and emerging technologies across the System. The EC provides leadership and strategic direction for the Council, establishes priorities, and develops recommendations for consideration by the VCAA and the CATIE membership.

The EC shall consist of eight elected members serving staggered two-year terms and one student representative selected by CSAC serving a one-year term.

To be eligible for election to the EC, an individual must have served as a CATIE member for at least one year. This requirement does not apply to the CSAC student representative. Approximately one-half of the EC positions shall be elected each year to ensure continuity of leadership.

The EC shall be elected annually by the CATIE membership following the Annual CATIE Conference. The TAMUS liaison shall solicit nominations and distribute candidate biographies to all CATIE members no later than June 1. Voting shall take place immediately following the conference.

Vacancies occurring between elections may be filled by appointment of the Chair, subject to approval by the VCAA. Individuals appointed to fill a vacancy shall serve until the next regular election.

Section 2. Work Groups, Task Forces, and Ad Hoc Committees

The EC may establish standing Work Groups, task forces, and ad hoc committees to support the Council's strategic priorities and initiatives. These groups serve as the primary mechanism for member engagement, collaboration, resource sharing, and the development of recommendations, programs, and activities that advance CATIE's mission.

Work Groups, task forces, and ad hoc committees may include CATIE representatives and other subject matter experts from A&M System member institutions. Each group shall report its activities, recommendations, and outcomes to the EC and the Council, as appropriate.

The EC may create, modify, consolidate, or dissolve Work Groups, task forces, and ad hoc committees as needed to support the Council's priorities.

EC members are expected to serve as lead or co-lead of at least one Work Group, task force, committee, or major initiative.

Section 3. Officers

The Executive Committee shall have two officers:

- Chair
- Vice Chair

The VCAA shall appoint the Chair and Vice Chair from among the elected EC members to one-year terms with the possibility of reappointment.

The Vice Chair is generally expected to succeed the Chair upon completion of the Chair's term, subject to appointment by the VCAA. Officer appointments shall be limited to no more than two consecutive terms in the same role.

Section 4. Officer Duties

CATIE officers serve in an executive capacity to identify System initiatives, coordinate and facilitate CATIE meetings and events, communicate the needs and concerns of members, and make formal recommendations to the VCAA.

The Chair provides leadership and oversight of the EC, Work Groups, and CATIE as a whole. The Chair represents CATIE within the TAMUS IT governance structure and attends A&M System meetings, as appropriate.

In consultation with the Chair, the Vice Chair provides leadership and oversight for the Annual CATIE Conference and other initiatives or events assigned by the Chair or the Executive Committee.

Section 5. System Liaison Duties

The System liaison maintains records of membership, EC meetings, membership meetings, and Council activities. The liaison also supports CATIE operations and serves as the primary point of coordination between CATIE and the Office of Academic Affairs.

Section 6. Quorum

A simple majority of currently appointed voting members constitutes a quorum for all CATIE membership and Executive Committee meetings.

ARTICLE IV. Meetings

Section 1. Membership Meetings

CATIE membership shall meet no fewer than three times per year in person, virtually, or through a combination of meeting formats, including at least one meeting during the fall semester and one in-person meeting held in conjunction with the Annual CATIE Conference.

Section 2. Executive Committee Meetings

The CATIE Executive Committee shall meet monthly in person, virtually, or through a combination of meeting formats.

Section 3. Work Group, Task Force, and Ad-Hoc Committee Meetings

CATIE Work Groups, task forces, and ad hoc committees shall meet as needed in person, virtually, or through a combination of meeting formats.

Section 4. Special Meetings

Special meetings of the Executive Committee and/or membership may be held as requested by the Chair and/or the VCAA.

Section 5. Annual Conference

CATIE may partner with System institutions, agencies, and external organizations to host an annual conference focused on topics of interest to A&M System members and the advancement of academic technology and innovative education.

ARTICLE V. Amendments

These bylaws may be amended by a two-thirds vote of the voting members present at a meeting where a quorum has been established, subject to approval by the VCAA. Proposed amendments shall be distributed to the membership at least fourteen (14) days prior to the vote.