

SOCIETY FOR INFORMATION TECHNOLOGY
AND TEACHER EDUCATION (SITE)
SPECIAL INTEREST GROUP (SIG) CO-CHAIR HANDBOOK
2018

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BACKGROUND

The Society for Information Technology and Teacher Education (SITE) was established to ensure that teachers are prepared to use technology appropriately in teaching, reflected in its mission statement:

SITE is an international association of individual teacher educators, and affiliated organizations of teacher educators in all disciplines, committed to creation and dissemination of knowledge about the use of information technology in teacher education and faculty / staff development.

The Society seeks to promote research, scholarship, collaboration, exchange, and support among its membership, and to actively foster the development of new national organizations where a need emerges. It is the only organization that has as its sole focus the integration of instructional technologies into teacher education programs.

In order to achieve its mission, SITE fosters professional growth of its members through special interest groups (SIGs), which function as communities of practice, scholarly communities, and social communities where people can make connections between leading edge ideas in technology, innovation and teacher education. The SIGs are the lifeblood of the organization and are aggregated into two Councils, the Informational Technology and Teacher Education Councils. SIG Co-Chairs sit on the appropriate Council for their group.

SITE members join SIGs to contribute to the work of the Society through (1) participation in the conference proposal reviewing process, (2) selection of award winning papers, (3) recommendation of presenters for webinars, and (4) the preparation of section introductions for the conference proceedings. Additional activities taken on by the SIG will be at the discretion of each SIG. All SITE members are eligible to join a SIG, and are encouraged to belong to one or more SIGs.

SITE COUNCILS AND SPECIAL INTEREST GROUPS (SIGS)

Three Councils exist within SITE: (1) Information Technology (IT) Council, (2) Teacher Education (TE) Council, and (3) Consultative Council. Several of the Society's long-standing SIGs are connected to content area associations focusing on teacher education (e.g. Association for Science Teacher Education); these groups are aggregated into the "Teacher Education Council." Other TE Council SIGs focus on related topics of interest specific to technology and teacher education. SIGs that focus on various themes of technology innovation and integration in education are aggregated into the "Information Technology Council." Each Council and the SIGs within them are described next.

Information Technology Council

The IT Council comprises a group of SIGs that focus on the application of technologies across multiple curriculum areas, broad themes of current interest, and general faculty and student development and networking. More information and specifics concerning these SIGs can be found on the SITE web page.

1. Computational Thinking
2. Digital Games & Simulations
3. Digital Storytelling/Video
4. Distance/Flexible Education
5. Equity & Social Justice
6. Faculty Development
7. International Education
8. K-12 Online Learning
9. Mobile Learning
10. New Possibilities with Information Technologies
11. Research & Evaluation
12. Technology Leadership
13. Wearable Technologies
14. Workforce Education

Teacher Education Council

The TE Council comprises a group of SIGs with connections to content areas found in many teacher education programs. Many of these SIGs have connections to larger bodies of practitioners with national and international associations that support classroom teachers, teacher educators, administrators and other roles in education. More information and specifics concerning these SIGs can be found on the SITE web page.

1. African Perspective
2. Assessment/E-Folios
3. Assistive Technology
4. Creativity
5. Early Childhood Education
6. English Education
7. Geospatial Education
8. Information Literacy Education (Library & Media Science)
9. Maker
10. Mathematics Education
11. Science Education
12. Social Media
13. Social Studies Education
14. Special Education
15. Teaching and Learning with Emerging Technologies
16. Technological Pedagogical Content Knowledge (TPACK)
17. Universal Design for Learning

Consultative Council

A third Council, the *Consultative Council*, is a body that has members composed of a Chair, Associate Chair and Assistant Chair, along with past Presidents of SITE, Editors of the Society's journals and annual publications, international representatives and others who are appointed by the President as needed. This Council deliberates on strategic matters and makes recommendations to the Executive Board and President on matters such as appointing new Editors, and matters that fall outside of the deliberations of the SIGs and other Councils.

More detailed information about the Councils is available in the governance document available on the website.

SIG ACTIVITIES AND COMMUNICATION CHANNELS

IT and TE Council SIGs contribute to SITE and its membership by creating communities of practice to:

1. Select, discuss, and forward important research directions for the field. Periodically summaries may be published in the Journal of Technology and Teacher Education (JTATE) or the CITE Journal.
2. Identify desired topics or presentations that should be included in the SITE conference.
3. Mentor and provide leadership opportunities for future leaders.
4. Identify invited and other speakers for the SITE conference along with exemplary papers for that strand of the SITE conference.

The SIG will communicate primarily through the Academic Experts portal (<https://www.academicexperts.org>) using the email function and SIG discussion board. Messages will be to remind membership of the SITE conference and relevant activities that may impact your SIG and the conference.

SIG MANAGEMENT

SITE is flexible in forming and disbanding SIGs in response to changes in technology, teaching, research and the interests of the Society's members.

SIG Formation

SIGs may be formed when five or more SITE members seek official recognition in writing at the annual SITE conference. To propose a SIG:

1. Members draft a proposal for a new SIG that provides the name and general mission statement.

2. The proposal is sent/given to the Chair of the relevant Council for endorsement. The Chair, Associate Chair, and Assistant Chair of the respective Council should discuss and bring to proposal to relevant Council leadership for approval.
3. The Chair forwards the Council's recommendation to the President who will share with SITE Executive Board for final approval.
4. If approved by the SITE Executive Board, the newly formed SIG will elect two Co-Chairs, both of whom must be members of SITE. Once a SIG is approved, its initial election shall follow staggered elections described below for the Co-Chairs. The Co-Chairs shall serve terms of two years each, with the possibility of serving two additional terms.

SIG Disbanding

Over time, SIGs may cease to attract a committed group of colleagues to the SITE conference, or cease to operate as a community of practice sharing a common interest area and producing research, papers, presentations and posters. When these changes occur, appropriate Council leadership may recommend disbanding the SIG.

The President will consult with the Chair of the relevant Council and the Executive Board, and following appropriate discussion within that Council, will either disband inactive SIGs or encourage the SIG to combine their members with another SIG. In this case, they will rename the SIG if appropriate to sustain interest and productivity as a community of practice.

SIG LEADERSHIP

The SITE governance structure is grounded in its committees and in its leadership. All SIGs have two elected Co-Chairs. The SITE organization prospers because of the talent and expertise of its SIG Co-Chairs. SITE views the SIG Co-Chairs as the heart of the organization, the lifeblood of the communities of practice and the future of the Society.

Importance of the SIG Co-Chairs

SIG Co-Chairs are crucial leaders and liaisons that connect SITE to the larger world of teacher education and technology innovation. The organization finds its future leadership, current authors, editors, reviewers, and research colleagues from the SIGs and especially from the SIG leaders. Fulfilling the role of SIG Co-Chair is a potential step toward Society-wide leadership (e.g. Council Chair, Editors, President). Each position will hold a two-year term. More information on the Co-Chair responsibilities and elections are discussed below.

Responsibilities of the SIG Co-Chairs

SIG Co-Chairs are responsible for actively involving SIG members in the on-going activities of SITE. The SITE SIG Co-Chair is empowered with a high degree of

autonomy and initiative. Therefore, as the SIG Co-Chair attends conferences and meetings, the expectation is that these leaders will attend presentations related to innovation and technology in their discipline.

It is recommended that the SIG Co-Chair stay in regular communication with SIG members throughout the year to ensure they remain engaged and have ownership of SITE directions and initiatives for the represented content area or discipline. ***Co-Chairs are expected to attend the annual SITE conference.*** Co-Chairs are to coordinate the SIG's work at the SITE conference and through other SITE supported communications channels such as the Academic Experts, electronically shared documents, virtual meetings, etc.

The following are the formal responsibilities of the SIG Co-Chairs.

1. Serve as the leader of the special interest group.
 - a. During the SITE conference, attend the appropriate IT or TE Council meeting to represent your SIG. This is where information about the SIG and Council is discussed. It is also the venue for addressing issues in the Council such as adding new SIGs.
 - b. Attend the SITE Leadership meeting during the SITE conference.
 - c. Hold occasional discussions with members of your SIG. Please use the Academic Experts when you have forums so all members of SITE can take advantage and add to the discussions. It is not uncommon for SITE members to belong to multiple SIGs.
 - d. Solicit input from members on desired topics or presentations that should be included in the SITE conference. The SIG has the option, although it is not required, of recommending an invited presentation for that content area at the SITE conference.
2. Preside over your SIG meeting at the SITE conference.
 - a. Direct discussion by on relevant issues in the SIG. The meeting is a discussion with SIG members and can provide information and direction to issues discussed.
 - b. Share information from SITE and the Executive Board to the members.
 - c. Collect attendee names and contact information. If attendees are not yet members, encourage them to join the SIG.
3. Identify and recruit additional qualified reviewers as needed. Ensure that all proposals in the SIG strand have been reviewed by the deadline established by SITE.
 - a. Serve as proposal evaluators on topics that are related to your SIG.
 - b. Review reviewers and accept them as needed for your SIG before papers are assigned.

- c. If you are unable to review proposals in both rounds it is your responsibility to see that your SIG's proposals are reviewed.
 - d. If appropriate, select one outstanding proposal as an award-winning paper for your SIG strand.
4. Write/update an introduction for the content area represented. This may be published in the SITE conference proceedings and in Academic Experts. Culminations of scholarly work can be published in affiliated AACE journals such as the *Journal of Technology and Teacher Education* (JTATE) or the *Contemporary Issues in Technology in Education* (CITE) journal or the *Journal of Online Learning Research* (JOLR).
5. Participate in conference calls with the appropriate Council, to be scheduled and coordinated by the Council Chair.
6. Actively participate in development of a technology strand at other national meetings. For example, in the Teacher Education Council, the SIG Co-Chair should attend the annual meeting of a related higher education organization or content association. We encourage your participation in the technology SIG of the teacher education association that represents your content area. Participation in the program SIG to facilitate development of a technology strand in that association's annual conference is also encouraged.
7. Identify invited speakers for the SITE conference or identifying exemplary papers for that strand of the SITE conference.
8. Informal responsibilities include identification and encouragement of potential new leaders in your SIG.
 - a. Seek out these individuals and invite them to participate. This is generally accomplished through initial face-to-face conversations with electronic follow-up. To help with this process, the SIG Co-Chairs can call upon the Chairpersons of the Information Technology Council and Teacher Education Council for assistance and facilitation as needed.
 - b. Mentor future leaders to ensure that SIG members remain engaged.
 - c. Offer leadership opportunities for members to assume responsibilities for SIG activities. For example, you may wish to offer an opportunity to a SIG member (or members) to write the section introduction for the SITE proceedings, which provides an update on relevant activities and literature during the preceding year, and that identifies pertinent issues.

Elections for SIG Co-Chairs

The following guidance concerning SIGs elections is provided in the governance document of SITE, available online at the website.

Elections for the Co-Chairs of each SIG will occur at the end of each two-year term and will be conducted through in-person or online means at the annual SITE conference. SIG Co-Chairs shall be elected based on their knowledge, expertise and experience in the field represented by said SIG. Should an officer be unable to fulfill the entire term, the President shall appoint, in consultation with the relevant Council Chair, a replacement for the remainder of the term.

The SIG Co-Chairs shall serve staggered terms, i.e. one term commencing in Year One; the other term commencing in Year Two [...with the possibility of serving two additional terms]. The term of those elected to office will commence with the conclusion of the SITE conference. (Note: SIGs may identify additional “officers” to provide support, as needed, to handle the business of the SIG; however, the SITE President and Executive Board will officially recognize the duly elected SIG Co-Chairs.)

Recommendations for SIG Co-Chair Elections:

1. Use the email system in Academic Experts (<https://www.academicexperts.org>) to send an email to your SIG members announcing the election. Log into SITE and go to your SIG page where there is an option on the right side to send a mailing.
2. Send out a notification 2-3 weeks prior to the SITE conference soliciting candidates for Co-Chair. You may also recruit other colleagues who are SITE attendees to run.
3. You may hold the election digitally before the SIG meeting but there must be a final election at the SIG meeting at the SITE conference and the person running MUST be present. You may use any online system for voting prior to the conference (e.g. Google Forms, Survey Monkey, etc.) but the final vote tally must be counted during the meeting. If you use the online system prior to the meeting, you may either have attendees vote online or on paper during the meeting and add the votes together. Please make sure that attendees do not vote online AND in person.
4. Whether you conduct the election digitally or face-to-face, solicit bios including candidate’s interest in the position and their experience with SITE, then circulate those to the SIG members before the meeting. However, a candidate may decide to run when you call for other candidates at the meeting. It is recommended that you have all candidates stand up and share their information at the meeting in addition to sharing it online prior to SITE conference.