**UTAH INSTRUCTIONAL MEDIA CONSORTIUM (UIMC)**

**GUIDELINES**

**Last Updated Jan 10, 2020**

PURPOSE

1. The name of this consortium shall be Utah Instructional Media Consortium (UIMC). The purpose of this consortium is to support the educational needs of Utah educators and learners in the teaching and learning process. UIMC will act as a recommending body to Utah Education and Telehealth Network (UETN) for previewing, selecting, purchasing, and distributing school instructional media in the eMedia collection.

GUIDELINES

1. UIMC membership will consist of representatives from any Utah public district, charter school, or private school willing to abide by the guidelines.
	1. Consortium members will assign evaluation tasks to subject matter experts in their district.
	2. Consortium members will make purchasing decisions based on established curriculum needs, high evaluation ratings, means of distribution, and cost effectiveness.
2. The Executive Committee shall be appointed or elected by the membership of the UIMC.
3. The Executive Committee shall include the following: Chair (non-UETN Employee), Vice-Chair (non-UETN Employee), UIMC Coordinator (UETN Employee), UETN COO
4. The chair shall perform all duties associated with the office of chair and other duties as assigned by the consortium. Specific duties are to preside over general meetings, to assist with communications, to recruit district reps as needed and to attend a related conference (if available).
5. The Vice Chair shall assist the chair in coordinating the work of the consortium. Further, the chair elect shall perform the duties of the chair during any absence or inability to serve, and shall perform other duties as required by the consortium.
6. The past chair shall act as Chair of the consortium in absence of both the Chair and the vice-chair.
7. UETN will assume financial management for the consortium, including negotiation and purchasing of material under direction of UIMC.
8. The term length of chair and co-chair will be two years. In case of a vacancy in the position of chair, the vice-chair shall assume the chair position.
9. The Executive Committee, with input from its membership, shall be responsible for setting the agenda.
10. Meetings shall be held quarterly or as needed:

a. Quarter 1: Executive Committee Planning Meeting

b. Quarter 2: Vendor Fair

c. Quarter 3: Evaluation Meeting

d. Quarter 4: Executive Committee Wrap-Up Meeting

1. Media titles will be made available online through eMedia.
2. Within the limit of available funding, KUED and/or KUEN shall cooperate with the UIMC to provide the public schools of Utah with broadcasting, studio production, duplication, and technical facilities.