

Information Technology Committee

Revised August 2010

The Information Technology Committee is a University-wide management and advisory committee established to provide communication, collaboration and coordination on issues regarding information technology policy, planning, resource management, standards, procedures and priorities that will develop and enhance the effective use of information technology by faculty, staff and students.

Committee Name

The Committee is named the Information Technology Committee (ITC).

Reporting Line

The Committee reports to both the Senior Vice President-CFO and the Senior Vice President for Academic Affairs-Provost. Faculty Senate and Student Senate representatives of the ITC enable a line of communication between the ITC, Faculty Senate, and the Student Senate, as described below.

Scope of the Committee

The Committee will make recommendations regarding University planning and coordination of information technology. This includes, but is not limited to technologies that facilitate the University Academic Plan such as: (1) computing, communication and networking technologies, (2) video-conferencing technologies and (3) distance delivery facilities. Support for these activities, including academic and student computing, technology acquired by grants and instructional design is within the scope of the Committee.

Subcommittees

The Committee will create three standing subcommittees to aid in the coordination of university IT initiatives and activities. These subcommittees are expected to report regularly to the general Information Technology Committee (ITC).

- **University Information Technology Planning**
This subcommittee will develop and annually update the information technology strategic plan consistent with, and in support of the Academic Plan.
- **Information Technology Standardization and Policy**
This subcommittee will update university standards for information technology. This includes network and communication standards, interfaces, basic computing applications and desktop technologies. The Committee will recommend academic and administrative information technology policies and information technology standards.
- **Learning Management Advisory Group (LMAG)**
This subcommittee will provide advice, recommendations and input about day to day operations and longer term policies. LMAG members represent their respective college, department and fellow colleagues who use the learning management system. Members will assist Information Technology by communicating services and changes to the community-at-large. The LMAG will evaluate proposals for upgrades, new feature releases and changes in administrative processes. The ITC serves as a means of connecting the work of the three subcommittees and serves as the focal point for input on academic and university technology matters and concerns of other ad hoc committees. Task forces may be established as deemed necessary by the general Information Technology Committee (ITC).

Committee Composition

The Chief Information Officer for Information Management and Technology will chair the ITC. Voting members of the ITC are defined by the following list. The initial appointment for half of the committee will serve a 1-year terms and the other half will serve 2-year terms. Subsequent appointments are made for renewable 2-year terms. The chair will appoint all members except for faculty and student representatives as detailed by the following list. Subcommittee members are appointed from among the voting members of the ITC. One of the Information Management and Technology representatives will be appointed as vice-chair.

Academic Affairs:

- Office of the Provost – one representative _____(1)
Initial appointment shall be a 1-year term
- One faculty representative from each academic college and the University Libraries _____(6)
Initial appointments, 3 representatives shall have 1-year terms and 3 shall have 2-year terms.
Subsequent appointments are made for renewable 2-year terms.
Shall include at least one Faculty Senator
 - College of Education and Behavioral Sciences
 - College of Humanities and Social Sciences
 - Monfort College of Business
 - College of Natural and Health Sciences
 - College of Performing and Visual Arts
 - University Libraries
- Extended Studies – one representative _____(1)
Initial appointment shall be a 1-year term
- Center for the Enhancement of Teaching and Learning – one representative _____(1)
Initial appointment shall be a 2-year term
- University Communications – one representative _____(1)
Initial appointment shall be a 2-year term
- Graduate School/SPARC – one representative _____(1)
Initial appointment shall be a 2-year term
- At-large Dean or Directors – three representatives _____(3)
Initial appointments, 2 representatives shall have 1-year terms and 1 representative shall have a 2-year term
- Enrollment Management and Student Access – three representatives _____(3)
For initial appointments, 1 representative shall have a 1-year term and 2 representatives shall have a 2-year term
- University College – one representative _____(1)
Initial appointment shall be a 2-year term

Administration:

- Finance & Administration – one representative _____(1)
Initial appointment shall be a 1-year term
- Information Management and Technology – four representatives _____(4)
2 representatives shall be 1-year terms and 2 shall have 2-year terms

University Students:

- Student Senate - five representatives _____(5)
For initial appointments, 2 representatives shall have 1-year terms and 3 shall have 2-year terms

MEETINGS

Regular meetings

The ITC meets monthly. All meetings are public, and university faculty and staff are encouraged to attend.

Quorum

Quorum is met with at least 19 voting members of ITC are present (2/3 of membership).

Agenda

The chair of the Committee sets the agenda for meetings. The meeting agenda will include the time and place of the meeting, an opportunity to hear announcements or request to change the agenda, old business, new business, copies of substantive proposals, and the subcommittee and topical reports are submitted. The agenda will be published on the Committee website before the meetings.

Voting and Approval of Proposals

Members of the ITC or its subcommittees and task forces may submit recommendations and proposals to the general Committee for presentation, discussion, and approval, as needed. Only voting members of the Committee may vote on recommendations that are formally proposed to the Committee. As long as quorum is met, a simple majority vote in favor of a proposal is needed for it to be adopted as a recommendation of the Committee.

Once a recommendation has been adopted by the ITC it will be reported to the CFO. The recommendation will also be reported to Faculty Senate and the Student Senate as an informational item. Whenever possible, the ITC will accept comments from Faculty Senate and the Student Senate for at least one month after a recommendation has been adopted, or otherwise as determined by the time constraints of the recommendation.

Meeting Minutes

At a minimum, meeting minutes include the date, time, and place of the meeting, the chair of the meeting, agenda items, and any formal actions taken. Meeting minutes are distributed for review at least two weeks before the following meeting, during which the minutes are submitted for approval. Approved minutes are posted on the ITC website.

Committee Support Staff

IT is responsible for providing administrative support for the ITC. These responsibilities include taking the minutes of meetings, maintaining the Committee email list and official website, issuing Committee notices, meeting agendas, and other arrangements as necessary for regularly scheduled and special meetings.