

Information Technology Committee

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 representatives of the ITC enable a line of communication between the ITC, Faculty Senate, and the Student Representative Council (SRC), 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, communications 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 two 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.

The ITC serves as a means of connecting the work of the two subcommittees and serve 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 Assistant Vice President for Information 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 term 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 Technology representatives will be appointed as vice-chair.

Academic Affairs:

- Provost –one representative (1)
 - Initial appointment shall be 1-year term
- One faculty representative from each of the academic colleges and the University Libraries (6)
 - COEBS, HSS, NHS, MCB, PVA, Univ. Libraries
 - For 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
- Extended Studies – one representative (1)
 - Initial appointment shall be a 1-year term
- Center for Enhancement Teaching & Learning – one representative (1)
 - Initial appointment shall be a 2-year term
- Web Management – 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)
 - For initial appointments, 2 representatives shall have 1-year terms and 1 representative shall have a 2-year term
- Enrollment Management – two representatives (2)
 - For initial appointments, 1 representative shall have a 1-year term and 1 representative shall have a 2-year term
- Undergraduate Studies – 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 Technology – four representatives (4)
 - AVP-IT (chair), Application Development and Database Support, Client Services, Core Services
 - Initial appointments, 2 representatives shall have 1-year terms and 2 shall have 2-year terms.
- Auxiliary Services – one representative (1)
 - Initial appointment shall be a 1-year term

University Students:

- Five representatives, appointed by SRC (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 when 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 requests to change the agenda, old business, new business, copies of substantive proposals, and subcommittee and topical reports as 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 SRC as an informational item. Whenever possible, the ITC will accept comments from Faculty Senate and the SRC 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.