Academic Technology Advisory Committee

I. Charge

The Academic Technology Advisory Committee shall advise the Division of Information Technology, the Chief Information Officer and subsequently the Provost regarding the academic uses of technology including related systems, procedures, and policies.

II. Function

1. The Academic Technology Advisory Committee shall receive suggestions, recommendations, inquiries and proposals regarding the application of technology from academic activities from the faculty, staff, administrators and governance groups from within the campus community.
2. It shall be the function of the committee to decide if proposals received should be considered, amended, accepted or rejected. If accepted or accepted with amendment(s), the proposals shall be submitted with recommendations to the Chief Information Officer.
3. On occasion, the Academic Technology Advisory Committee may be specifically assigned to research and consider particular academic technology matters and report its findings to the Chief Information Officer and/or the Provost.
4. In the performance of its duties, the Academic Technology Advisory Committee shall have the option of soliciting information and assistance from such campus offices or groups as may be appropriate. This Committee may commission necessary subcommittees in order to complete its charge.
5. The Academic Technology Advisory Committee is an advisory group, not a policy making body, however, it may, at its own instance, submit such proposals as it shall deem necessary and appropriate to the Chief Information Officer. It shall not, however, involve itself in the ordinary processes and functions of University administrative offices except as requested by the administrative heads of those offices or by the Provost.
6. The Academic Technology Advisory Committee shall submit a written report of its activities annually to the Chief Information Officer and the Provost, taking care to include the formal resolutions and recommendations adopted by the committee.

III. Membership

1. Each faculty voting unit (The College of Arts and Sciences, The College of Business, The College of Education, College of Health Sciences and the Library) shall be represented by one faculty member chosen at the discretion of the respective Dean.
2. One representative of the Student Government Association selected by the Student Government Association.
3. One representative of University Senate
4. One representative from the department chairs selected by the department chairs.
5. Two additional at-large members shall be selected by the Provost based upon their relevant knowledge and experience.
6. Director of Technology Support Services
7. Information Security Officer – non-voting member.

A simple majority of voting members shall constitute a quorum. Voting shall occur according to the established standards and procedures for elections in each unit.

IV. Chair

The Academic Technology Advisory Committee shall select its chair from the committee membership by a majority vote. The chair shall serve a one-year term and shall be eligible for re-election. The chair shall convene all meetings, set the agenda, cast a vote on all motions, and arrange the recording and reporting of minutes. No less than one committee meeting shall be convened per semester.

V. Terms

Membership on the Academic Technology Advisory Committee is a two-year term. In the initial year, however, the representatives from the Student Government Association, the department head representative, along with the two at large members, shall serve one-year terms and may be replaced or reappointed at the end of the first year. All subsequent terms shall be for two years. Representatives may be selected by their units for subsequent terms consecutively or non-consecutively.

VI. Meeting Times

Meeting times will be established by the committee to accommodate the schedules, including class schedules, of as many members as possible.