



Information Technology Advisory Committee Policies and
Procedures for Committee Operation

History:

[11-12 BEC 8](#)

[13-14 CAH 5](#); passed Senate 12/2/14

As authorized by Article XIV, Section 1 of the Bylaws of the University Faculty, approved February 1971 and revised 8/99, the Academic Senate may create ad hoc committees. In 11-12 BEC 8, the Senate created an ad hoc committee, titled "Information Technology Advisory Committee". These policies and procedures for the conduct of its operations shall be established on adoption by the majority vote of the members present of the Information Technology Advisory Committee and approval by the Executive Committee of the Academic Senate.

These Policies and Procedures shall be posted above the list of meetings for the Committee's web page at <http://www20.csueastbay.edu/faculty/senate/committees/itac/index.html>.

ARTICLE I
Membership

Section 1:

Nine (9) faculty members appointed to overlapping 2-year terms by the Academic Senate Executive Committee (2 from CLASS, 2 from COS, 1 from CBE, 1 from CEAS, and 1 from the Library shall be tenure-track faculty; two (2) at-large faculty members can be from any college or the Library and one of those may be a lecturer). The Chair of the Academic Senate (or designee, a member of the Senate Executive Committee) will be one of the 9 faculty members. The Director of Faculty Development will be one of the 9 faculty members. One of the 9 faculty members will be a member of COBRA and another of the 9 faculty members will be a member of CIC; in the event that the members from the other committees are not members in their second year on ITAC, the Executive Committee will replace those members. ITS members include the Chief Information Officer, and one other from the ITS staff selected by the CIO. There will be one (1) member from Student Affairs selected by the Vice President of Student Affairs. Two students appointed by ASI. Additionally, there will be a presidential appointee to the committee. ITAC will be chaired by a faculty member.

Section 2:

When a faculty member of the Committee has been absent without explanation from three (3) consecutive regular meetings of the Committee that person shall be asked to submit a resignation in order that the position be filled (see Bylaws, Article XVI, Section 8B). If he/she refuses to do so, the Committee by a two-thirds vote may declare the position vacant and request that the Executive Committee of the Academic Senate initiate procedures to provide a replacement.

ARTICLE II

Officers

Section 1:

Responsibility for the conduct of the affairs of the Committee is vested in its Chair and its Secretary, elected annually at its first meeting of the academic year by the newly elected and continuing members. Effective conduct of the affairs of the Committee requires the joint effort of its officers and all regular members, based upon the principle of full and open communication.

Section 2:

The Chair of the Committee shall preside over the meetings of the Committee. The Chair shall appoint, in consultation with the Committee, members of all regular and special subcommittees of the Committee. At the end of each academic year, the Chair (with the assistance of the Secretary) shall report to the Academic Senate concerning actions taken during the year and any unfinished business.

Section 3:

In the absence or disability of the Committee Chair, the Committee shall elect a Chair *pro tempore*. Similarly, in the absence or disability of the Committee Secretary, the Committee shall elect a Secretary *pro tempore* for a specific meeting.

ARTICLE III

Duties

Section 1:

The duties of the Committee are:

1. To make policy recommendations concerning:
 - a. trends in computing and communication technologies as they impact the University's long-term academic interests and related technology needs;
 - b. Learning Management Systems, in-classroom technologies (Smart Classrooms), hybrid and online systems, and other technologies or related services that support the academic mission;
 - c. campus-wide technology initiatives that will develop and enhance the effective use of technology by faculty, students, and staff;
 - d. ITS strategic planning and governance structures to ensure consistent follow-through that is user-centered and client driven;
 - e. ITS day-to-day service to ensure that ITS is user-centered and that policies, procedures, and approaches contribute to effective user service and a climate that invites users to submit service desk and other requests
2. To facilitate the regular communication between the faculty and ITS that is required for the complex issues involved with academic technology usage at the university and report periodically the nature of this communication to the Executive Committee; and

3. To report in a transparent manner to the academic community on issues pertaining to the use of technology.
4. To consult, when appropriate, with CIC, COBRA, and other Standing Committees.

ARTICLE IV

Meetings

Section 1: Time and Place

The regular meetings of the Committee shall be 12:00 noon to 1:30 PM on the first and third Mondays of each month during the academic year at a place to be designated by the Chair, in consultation with the staff of the Office of the Academic Senate.

Section 2: Quorum

A majority of the faculty members of the Committee shall constitute a quorum for the transaction of business at its meetings.

Section 3: Minutes

Minutes will be taken by the Committee Secretary and distributed in the manner prescribed by the Executive Committee of the Academic Senate.

Section 4: Order of Business

The order of business at regular meetings of the Committee shall be:

1. Approval of the agenda for the meeting
2. Approval of the minutes for the previous meeting
3. Report of the Chair
4. Report of the Chief Information Officer
5. Report of the Subcommittees
6. Items of business
7. Adjournment

Items may be added to the agenda from the floor of the Committee by a two-thirds majority vote of the members present.

Section 5: Agenda

1. The Chair of the Committee will prepare agendas from items submitted to the Chair from other members of the Committee and/or the Executive Committee of the Academic Senate, including referrals from the Senate Chair.
2. Agendas will be circulated to the Committee membership within a reasonable amount of time prior to scheduled meetings, and posted online to the Committee webpage.

Section 6: Voting

1. Motions made on the floor of the Committee shall be written (this may be done by the Secretary) and read to the Committee prior to the vote.
2. Bylaw V.3 of the University Faculty shall apply to voting by this committee.

Section 7: The First Meeting of the Academic Year

At the first meeting of the academic year, the Committee shall elect a chair and secretary. The member from the Executive Committee shall serve as Convener of the Committee and set the first agenda. The first item of new business will be approval of the policies and procedures of the Committee.

ARTICLE V Subcommittees

Section 1:

All regular (voting) members of the Committee are expected to assist in the conduct of the affairs of the Committee by full and effective participation as members of regular and special subcommittees as needed.

Section 2:

The Chair of the Committee shall appoint the members of subcommittees annually, in consultation with the whole Committee and subject to the approval of the Executive Committee of the Academic Senate. At least one member of each subcommittee shall be a member of the Committee¹; 1 other members may be drawn from any segment of the University Community. Members of subcommittees shall be chosen with a view of their special acquaintance with the subjects within the purview of the subcommittee.

Section 3²:

In consultation with the Committee, the Chair may establish special subcommittees; and the Chair may with the approval of the Executive Committee, appoint persons who are not members of the Committee. Special subcommittees shall go out of existence at the end of the academic year.

Section 4:

Each regular and special subcommittee shall elect its own chair and shall designate one of its members as reporter to the Information Technology Advisory Committee. The chair of a regular subcommittee must be a member of the instructional faculty.

Section 5:

Each regular and special subcommittee reports directly to the Information Technology Advisory Committee. Unless provided for otherwise in these procedures, the Committee may amend or refer back to subcommittee any recommendation of a subcommittee.

Section 6: Regular Subcommittees

No current regular subcommittees of the Information Technology Advisory Committee.

Section 7: Procedures of the Subcommittees

Unless noted otherwise in the charge for a subcommittee, the Policies and Procedures for the Information Technology Advisory Committee apply to its subcommittees.

ARTICLE VI

¹ The sentences before the semicolon in Article V, Section 2, may not be changed without a vote of the entire faculty

² Article V, Section 3 may not be changed without a vote of the entire faculty

Amendment and Suspension of these Policies and Procedures

Section 1:

The Committee shall take final action on proposed amendments, or on proposed new policies and procedures, or on repeal of these policies and procedures only at its regular meetings.

Section 2:

Policies and procedures may be added to, amended, or repealed in whole or part, if approved by a two-thirds vote of all the voting members of the Committee, and by the Executive Committee of the Academic Senate.

Section 3:

All modifications of existing policies and procedures, and all newly-enacted policies and procedures shall become effective upon approval of the Executive Committee of the Academic Senate unless a later date has been explicitly stated and accepted.

ARTICLE VII

Parliamentary Authority

Questions of order not covered by these Policies and Procedures shall be covered by *Robert's Rules of Order, Newly Revised*.