

Procedures

I. Name:

Information Technology Committee (ITC) of Tennessee Technological University.

II. Purpose:

The Information Technology Committee of Tennessee Technological University has the following responsibilities:

- A. Monitor the administrative, academic and research information technology needs at the University.
- B. Plan for and recommend the implementation of changes in information technology equipment, software and services to meet the information technology needs of the University.
- C. Develop operating procedures for the distribution of information technology services and facilities among the various potential administrative, academic and research users.
- D. Review and recommend adoption of IT policies in accordance with University procedures.

III. Members:

The Information Technology Committee shall consist of those with interest and willingness selected from the following areas, appointed by the University President in accordance with approved procedures:

- A. **Academic Affairs** - Two (2) administrators selected from the Office of Academic Affairs and/or those units outside the academic colleges and schools reporting to the Vice President for Academic Affairs.
- B. **Business Affairs** - Two (2) administrators selected from the Office of Business Affairs and/or those units reporting to the Vice President for Business and Fiscal Affairs.
- C. **Student Services** - One (1) administrator selected from the Office of Student Services and/or those units reporting to the Vice President for Student Services.
- D. **University Advancement** - One (1) administrator selected from the University Advancement Office and/or those units reporting to the Vice President for University Advancement.
- E. **Academic Deans** - Two (2) academic deans selected from the academic schools and colleges.
- F. **Faculty** - Eight (8) faculty members, selected from various disciplines. Faculty members include departmental chairpersons and directors of academic units.
- G. **Students** - Two (2) student members, selected from the list of names submitted by the President of the Student Government Association.
- H. **Information Technology Services (ITS)** – The ITS Executive Director and the Director of Academic & Client Technologies shall serve as non-voting ex officio members.

IV. Terms of Office:

All members, except students, shall serve three (3) year terms, with privilege of reappointment at the President's discretion. Student members shall serve for a one-year term. All appointments shall be effective at the start of the Fall Semester.

V. Attendance at Meetings:

If a member of the Committee will be absent from a meeting, the member shall inform the Chairperson; and the member may, with the concurrence of the Chairperson appoint a representative to serve in the member's place at the meeting, with all the rights and privileges of a regular member.

VI. Officers:

- A. **Chairperson** - The chairperson shall be elected annually from the Committee membership at the last Spring semester meeting and shall assume office immediately following election. The Chairperson shall:
1. Preside at all meetings or designate another member to preside
 2. Prepare a tentative agenda for each meeting, to be distributed to each member at least three working days prior to regular meetings and one day prior to special meetings
 3. Cause minutes to be prepared and distributed to the membership
 4. Call special meetings when necessary
 5. Appoint special committees as required
 6. Disseminate information regarding action taken by the Committee
 7. Invite guests to participate in discussion of matters before the Committee, when such action is deemed desirable
 8. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Committee
 9. Vote in case of a tie
 10. Supervise the preparation and distribution of an Annual Report of the Committee's activities.
- B. **Executive Officer** - The ITS Executive Director will serve as executive officer and resource person and provide staff support services.

VII. Meetings:

- A. At least two (2) regular meetings shall be held during each semester of the academic year (excluding summer term). The date and time for such meetings shall be included in the administrative calendar. The date and time for regular meetings may be changed by the Chairperson if there is sufficient reason to warrant such an action.
- B. Any member may submit items to the Chairperson for inclusion on the agenda. These items shall be circulated by the member to all other members not later than one week prior to the meeting.

- C. The agenda shall be adopted at the beginning of each meeting by a majority of those present.
- D. The Chairperson may call a special meeting when he/she deems such action desirable.
- E. A majority of the voting members of the Committee or their authorized representatives shall constitute a quorum.

VIII. Subcommittees:

While appointment to the ITC is made by the President, the committee chairperson shall, at the first meeting of the academic year, establish the Technology Access Fee (TAF) Spending Plan Subcommittee, and appoint subcommittee chairperson. The ITC chairperson shall establish the Strategic Planning Subcommittee membership subject to approval by vote of the ITC membership.

Ad hoc subcommittees may be appointed by the Chairperson as he/she shall from time to time deem necessary, or as shall be deemed necessary by the Committee, to carry on specific items of the work of the committee.

The following standing subcommittees shall be appointed:

A. Technology Access Fee Spending Plan Subcommittee –the subcommittee will be composed of one (1) Academic Affairs administrator, one (1) Business Affairs administrator, one (1) Student Services administrator, one (1) Academic Dean, (2) Faculty members, the Executive Director of ITS.

1. As part of the July Budget process, ITS shall prepare a detailed spending plan for the use of funds generated by the TAF. Prior to the July budget submission, this committee shall review and approve the proposed spending plan for TAF use and compliance as stated in Tennessee Technological University Policy No. 511.1 M. Technology Access Fee. A report of this review shall be filed with the Board. The TAF spending plan shall be submitted as part of the July Budget.
2. The spending plan will be maintained by ITS and will be updated throughout the year as needed. The Vice President for Planning & Finance shall ensure that the spending plan is prepared. At the end of the fiscal year, a summary of the actual money generated and actual use of the money shall be prepared and maintained by the institution and submitted to the board.
3. Compliance with these guidelines will be audited by the internal audit staff and reported to the Board as directed by the internal auditor's annual risk-based planning process or other appropriate means.

B. Strategic Planning Subcommittee - to be composed of the ITS Executive Director (who shall serve as chairperson of the subcommittee), The subcommittee will be composed of one (1) Academic Affairs administrator, one (1) Business Affairs administrator, one (1) Student Services administrator, one (1) Academic Dean, (2) Faculty members. The subcommittee will address the strategic needs and direction of information technology infusion at the university, the planning process necessary, and

will prepare annually *A Strategic Plan for Information Technology* for the university, to be presented to the full ITC for approval, and subsequently to the appropriate administrative units of the university.

- C. **Innovative Computing Subcommittee** – to be composed of two (2) Faculty, two (2) Students, one (1) Academic Affairs (CITL member) and one (1) Academic Dean. The subcommittee will address the possibilities of growth and innovation for the campus IT structure. The recommendations of this subcommittee will be prepared annually and presented to the full ITC for approval, and subsequently to the Strategic Planning Subcommittee for further review and feasibility.

IX. Parliamentary Authority:

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the committee in all cases in which they are applicable and in which they are not inconsistent with these procedures.

X. Amendment of Procedures:

These procedures can be amended at any regular meeting of the Committee by majority of the membership voting for the amendment, provided the amendment has been submitted, in writing, to each member at least two weeks prior to the meeting. Amendment to Procedures are subject to final approval by the Administrative Council.

XI. Committee Action and Review:

Actions of the Committee are subject to review by the University Assembly and approval by the President.

**Approved March 29, 1995
Amended November 15, 2007
Amended November 14, 2013
Amended November 15, 2017**