

INFORMATION TECHNOLOGY ADVISORY COMMITTEE (ITAC)
Policies and Procedures
April 17, 2015

12. Information Technology Advisory Committee

A. Membership:

1. Voting Members:

- i. Teaching Faculty (13): One representative from each college/school. Member shall have a background or interest in IT

- ii. Administrative/Staff (6): One administrator or staff member with IT background/interest appointed from each of the following units: Academic Affairs-Student Enrollment, Advancement and Development, Center for Excellence in Teaching and Learning, Disabled Student Support Services, Distance Learning Center, and Office of the Associate Vice President for Operations.

- iii. Students (4): Four students with an interest in IT, elected by the SGA. Two student representatives shall be from the Kennesaw campus and two students shall be from the Marietta campus.

Voting Members of the ITAC shall serve staggered terms, so that approximately one half of the membership is elected each year.

If a Voting Member is unable to attend a meeting, either in person or by video conference, the Voting Member shall appoint a proxy from their area to represent them and vote in their place. If a Voting Member misses two meetings during the year, without sending a proxy, the appropriate dean or lead administrator for the missing Voting Member's area shall be contacted and requested to appoint a new representative from their college or administrative department.

2. Ex Officio Membership:

The CIO and any other directors of the staff of the CIO including Library, University Information Technology Services; Archives, and any other director whose department provides technology support to the campus. These individuals are nonvoting members.

B. Organization:

1. Election of Officers

a. The Chair

- i. Shall be elected from the voting membership of the committee at the first meeting in the fall.

- i. Shall serve a one-year term and may not serve more than two consecutive terms.
 - b. The Vice Chair
 - i. Shall be elected from the voting membership of the committee at the first meeting in the fall or at the meeting following the promotion of the current vice chair to chair.
 - ii. Shall serve a one-year term or the remainder of a term and may not serve more than two consecutive terms.
 - c. Recording Secretary
 - i. Shall be determined by the committee at the first meeting in the fall and does not need to be a Voting Member. This position can either be elected, appointed, or another process selected by the Chair may be used to fill this position.
- 2. Duties of Officers
 - a. The Chair
 - i. Shall call and preside at all meetings.
 - ii. Shall draw up and circulate an agenda at least 5 days in advance of each monthly or special meeting.
 - iii. May participate in debate as any other member but should not do so while presiding over the meeting.
 - iv. May vote as any other member of the committee when the voting is by ballot. In all other cases the presiding officer can (but is not obligated to) vote whenever his vote will affect the result-that is, he can vote either to break or to cause a tie; or in a case where a two-thirds vote is required, he can vote either to cause or to block the attainment of the necessary two thirds.
 - b. The Vice Chair
 - i. Shall call and preside at all meetings in the absence of the Chair.
 - ii. Shall draw up and circulate an agenda at least 5 days in advance of each monthly or special meeting in the absence of the Chair.
 - iii. May participate in debate as any other member but should not do so while presiding over the meeting
 - iv. When not presiding over the meeting, may vote as any other member. When presiding, may vote as any other member of the committee when the voting is by ballot. In all other cases the presiding officer can (but is not obligated to) vote whenever his vote will affect the result-that is, he can vote either to break or to cause a tie; or in a case where a two-thirds vote is required, he can vote either to cause or to block the attainment of the necessary two thirds.
 - iv. Will replace the chair and assume all responsibilities of the chair upon the resignation of the current chair.
 - c. Recording Secretary
 - i. Will record the minutes of each meeting.
 - ii. Will distribute the minutes to each member of ITAC for review.
 - iii. Will post the agenda minutes from each ITAC meeting to the KSU website (www.kennesaw.edu/itac/) for general information .

C. Purpose:

The ITAC is a University standing committee. As such, the committee

1. Reports to the Faculty Senate its findings and recommendations .

2. Promotes and supports KSU's vision and standing as a leader in creative information technology development and application.
3. Advises the Chief Information Officer on planning and policy issues concerning acquisition, prioritization, training, application, security and support of information technology resources on campus.
4. Enhances the teaching mission of KSU by supporting the use of information technology to improve instructional effectiveness, student learning and scholarly productivity.
5. Increases and facilitates communication between the departments of the office of the CIO and operational units of the University.
6. Provides a forum for students to make recommendations concerning access and use of information technology.

D. Operations:

1. Meetings
 - i. In January of 2015, KSU formally consolidated with SPSU. With regard to IT operations, updating of software and hardware, etc. on both campuses, UITS is currently operating under a two year critical path as established through the consolidation process and approved by the Consolidation Implementation Committee (CIC). During this two year time frame, the ITAC will meet twice each semester.
 - a. The first meeting of each academic year shall be held in August or September
 - b. The schedule for the remaining three meetings during that academic year shall be set at the first meeting
 - c. The ITAC shall not meet during the month of December
 - d. Additional meetings may be called as needed and shall follow the same procedures for notice and agenda as regular meetings.
 - ii. UITS will make available the option to attend and participate in the ITAC meetings via video conferencing. Information and instructions will be sent from UITS prior to each meeting. Voting member shall notify the Chairperson, Vice Chairperson, and Secretary of their intent to attend the meeting by video conference.
 - ii. All floor procedures will follow Robert's Rules of Order, in its latest edition, and it shall be considered authoritative for all questions of parliamentary procedure.
2. Minutes
 - i. The minutes of the ITAC meetings shall be distributed, via email, to all committee members for comment and correction.
 - ii. The committee members shall email all committee members their comments and corrections within 10 business days.
 - iii. The Recording Secretary shall distribute, via email, and final copy of the minutes for approval by the Voting Members. The Voting Members shall indicate their approval within 5 business days.
 - iv. The Recording Secretary shall post a copy of the final minutes to the KSU ITAC site and provide a copy to the KSU Archives.
3. Working Committees and Subcommittees
 - i. The ITAC shall appoint working committees and subcommittees as needed to advance the work of ITAC.
 - ii. Membership of these committees and subcommittees can include any members of the ITAC and any member of the KSU community who has an interest in the outcome

and chooses to be a part of the committee 's work.

iii. A status report or minutes from any subcommittee meeting must be presented to the ITAC committee each month that the committee or subcommittee is formally organized.

4. Changes to Policies and Procedures

i. Changes to the bylaws must be approved by a 2/3rds vote of the voting members .

ii. In the fall of academic year 2017/18, these Policies and Procedures shall be reviewed, re-evaluated, and revised to establish the direction, focus and meeting schedule for the ITAC at KSU post consolidation.