



## **Academic Information Technology Committee Standing Rules**

The Academic Information Technology Committee (AITC) develops the Academic Information Technology Strategies, recommends Academic Information Technology policy to the Faculty Senate, and serves as a consultative body regarding academically-related technology issues.

### **Charge**

- A. Develop and assess Academic Information Technology strategies.
- B. Recommend Academic Information Technology policy to the Faculty Senate for approval.
- C. Consult on academic related Information Technology decisions that impact academic users.
- D. Provide a forum for faculty to voice their information technology concerns.
- E. Collaborate with the Office of Academic Affairs and with Information Resources and Technology in assessing faculty and student information-technology needs and developing the University's Strategic Plan for Information Technology.
- F. Prepare and present an annual report to the Faculty Senate.

### **Membership**

#### **A. Voting Members:**

Ten faculty members:

1. One faculty representative from each of the seven Colleges, recommended by each College Academic Council or equivalent;
2. One non-instructional faculty representative from the Library;
3. One faculty member from the Senate Executive Committee; and
4. One faculty representative from the Center for Teaching and Learning (CTL) designated by the Center for Teaching and Learning Advisory Committee.

The Faculty Senate will confirm all faculty representative appointments to the Committee.

#### **B. Non-Voting / Ex-Officio Members:**

1. One College Dean or Associate Dean;\*
2. One College Information Technology Committee level individual responsible for information technology;\*
3. One Services to Students with Disabilities (SSWD) representative appointed by the Director of Services to Students with Disabilities;
4. Director of Engineering and Computer Sciences Computing Services;\*
5. Director for Academic Technology and Creative Services;\*
6. Chief Information Officer or designee;\* and
7. One student representative appointed by the Associated Students, Inc. Board of Directors.

\*Administrative positions are appointed by the President or designee.

Additional ex-officio membership may be recommended by the Committee, the Executive Committee or the President or designee.

### **C. Term**

1. The term of appointment for faculty representatives shall be for three years, with the possibility of reappointment. Appointments will be staggered to ensure that approximately one-third of the faculty members are appointed each year.
2. The term of the non-voting/ex-officio members will be one-year.

## **Officers**

### **A. Chair**

1. The Chair shall be elected from and be among the voting members of the Committee.
2. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which elected the Committee and shall end at noon on the last day of the spring semester of the following year.
3. A faculty member may be elected to serve up to three consecutive terms of one year each as the Committee Chair. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible again for election to the Chair of the Committee.
4. The Chair is responsible for establishing the agenda for each meeting.

### **B. Vice Chair**

1. At its first meeting of the academic year, the Committee shall elect from its voting members a Vice-Chair.
2. The term of office of the Vice-Chair shall be one academic year. The term shall begin upon election of the Vice-Chair at the first committee meeting of the year and shall end at noon on the last day of the spring semester of the academic year.
3. The Vice-Chair shall preside over the routine business of the Committee in the absence of the Committee Chair or should the office of the Committee Chair become vacant, until the election of a new Committee Chair.

## **Operations**

- A. The Committee shall be a committee of the Faculty Senate, reporting to the Executive Committee.
- B. Issues addressed by the Committee may be referred by the Executive Committee to any of the Standing Policy Committees of the Faculty Senate.
- C. Any of the Standing Policy Committees of the Faculty Senate may refer issues to the Committee through the Executive Committee.

## **Committee Meetings**

- A. The Committee shall meet monthly or as needed at a designated time and place.
- B. Committee meetings shall be open.
- C. A quorum of the Committee shall be a majority of the voting members. The Committee shall not take official action in the absence of a quorum.

- D. The meeting agenda and supporting documentation shall be distributed to Committee members at least 72 hours prior to the meeting.
- E. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
- F. A quorum for all committees/subcommittees exist only if a majority (more than 50%) of the filed seats of the voting membership are present.

**Adoption of Standing Rules**

- FS 19/20-34/EX: Quorum – Senate adoption October 3, 2019
- FS 17/18-66/AITC/EX: Adopted November 9, 2017
- FS 14/15-66/AITC/EX Adopted November 20, 2014
- FS 04-51/AITC: Adopted September 23, 2004
- FS 02-81/EX: Adopted December 12, 2002