

Academic Information Technology Committee Standing Rules

The Academic Information Technology Committee (AITC) develops policy and provides guidance on the development, evaluation, assessment, and implementation of academic technology strategies, activities, and operation.

Charge:

- A. Recommend Academic Information Technology policies and procedures to the Faculty Senate and collaborates with the Center for Teaching and Learning, Division of Academic Affairs, Information Resources and Technology and others.
- B. Serve as a consultative body for the university on matters of academic technology.
- C. Advocate for technology strategies and decisions with potential impact on the academic enterprise.
- D. Serve as a forum to identify, review, discuss and recommend solutions for unresolved concerns related to academic technology. -
- E. Identify and assess faculty requests for new technologies to support campus-wide innovation in teaching, research, and service, and recommend deployment of technology, mindful of the University's resource allocation.
- F. Review and participate in the setting of priorities in the University and IT Strategic plans on matters related to academic technology.
- G. Provide regular updates to the Faculty Senate Executive Committee regarding technologies, policies, and procedures under consideration via the AITC Chair, and to College Academic Councils (or their equivalent) via individual College representatives.
- H. Recommend short-term and long-term goals for academic technology; periodically review and evaluate indicators of performance for academic technology.
- I. Present an annual report to the Faculty Senate.

Membership

(Coordinated by the Faculty Senate Office)

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 Board.

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 Consultant 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;*
6. Associate Vice President for Academic Technology and Campus Engagement;
7. Chief Information Officer or designee;*
8. One student representative appointed by the Associated Students, Inc. Board of Directors;
9. University Library Associate Dean for Digital Technology & Resources
10. Provost and Vice President of Academic Affairs or designee

*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 to 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 and communicating 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 Academic Information Technology 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. Committee meetings adhere to agendas.
- F. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
- G. A quorum for all committees/subcommittees exist only if a majority (more than 50%) of the filled seats of the voting membership are present.

Adoption of Standing Rules

- FS 20/21-156/AITC/EX: Adopted May 6, 2021
- 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