

Information Technology Advisory Council

Guidelines

1. Purpose

The purpose of the Northwestern Information Technology Advisory Council (ITAC) is to support the mission of the University through the appropriate use of information technology. Information technology in this context refers to the variety of infrastructure resources, support services, and applications required to effectively create and utilize electronically created and stored information in meeting the mission goals of the University. Membership of the ITAC is designed to ensure that all stake holders in campus information technology matters are represented. The key functions of the ITAC are as follows

- Participate in the periodic update of the Northwestern State Technology Enrichment Plan.
- Provide a forum to share information about issues and opportunities relating to technology.
- Promote enhancements to the University's information infrastructure which facilitate efficient university operations.
- Advise on policies, procedures, and standards for the University's information technology resources.
- Foster a better understanding of university information technology resources and a better working relationship among managers, users, and providers of those resources.
- Provide a vehicle through which the information technology interests of individual campus units may be articulated and evaluated within an institutional context for purposes of advising the various policy evolving groups within the University.
- Ensure that the University community is kept informed about information technology issues and initiatives and provide a channel for feedback for concerns and suggestions from the university community at-large.
- Ensure unity of effort with the Student Technology Advisory Team (STAT).
- Ensure proper infusion of information technology into the University's strategic planning process.

2. Membership

Faculty/Staff Membership. Faculty/Staff members appointed to the ITAC shall be capable of effectively representing the needs and interests of each unit with respect to

their strategic goals for using information technology. The following guidelines shall apply relative to faculty/staff membership:

- Faculty members shall be appointed by the Provost for a period of two years. A faculty/staff member may succeed himself or herself.
- Alternates are to attend meetings in the absence of the appointed member. Alternates have the same voting authority of the appointed member when attending in their absence.

Student Membership. Students appointed to the ITAC shall be capable of effectively representing the needs and interests of the student population with respect to the university information technology environment and have an advanced awareness of information technology infrastructure, systems, and applications. Student members shall be appointed for a one-year period. A student member may succeed himself or herself.

ITAC membership shall be comprised of the following elements.

- **System Managers.** The System Managers are those individuals designated with overall functional responsibility for major automated systems supporting the university mission. For example, the Registrar serves as the System Manager for the Student Information System and the Director of Human Resources serves as the System Manager for the Human Resources System.
 - Billing and Receivables (Bursar) (ex-officio)
 - Blackboard (Director of Electronic and Continuing Education) (ex-officio)
 - Financial Aid (Director of Financial Aid) (ex-officio)
 - Financial Reporting System (Associate Controller) (ex-officio)
 - Student Services (Director of Campus Community)(ex-officio)
 - Human Resources (Director of Human Resources) (ex-officio)
 - One-Card System (Coordinator, One Card Operations) (ex-officio)
 - Purchasing System (Director of Purchasing) (ex-officio)
 - SACS (Director of Planning and Assessment) (ex-officio)
 - Student Information System (Registrar) (ex-officio)
- **Information Technology User Representatives.** Information Technology (IT) User Representatives are those individuals that represent the major users of IT systems.
 - Faculty Representative (3)
 - Library Representative (1)
 - Leesville/Fort Polk Representative (1)
 - Shreveport Representative (1)
 - Student Representative (4) (One of the student representatives shall be the Chairperson (ex-officio) of the Student Technology Advisory Team (STAT) Two students from Natchitoches Campus, one student from Leesville Campus, and one student from Shreveport Campus)

- Information Technology Providers. Information Technology providers are those individuals with the responsibility to make information technology services and resources available to the users.
 - Information Systems Administrative Representative, (non-voting, ex-officio)
 - Student Technology Fee Coordinator (non-voting, ex-officio)

3. Authority.

The ITAC acts only in an advisory capacity within the area assigned to it. Committee recommendations are not binding on the administration. However, it is expected that the views and recommendations of the committee will have an influence on policies, procedures, and budgets in its areas of concern.

4. Operating Procedures.

- a. A minimum of two meetings shall be held by the ITAC during the Spring and Fall terms. Other meetings shall be scheduled by the Chairperson as required.
- b. Under certain circumstances, the Chairperson may elect to conduct a meeting via e-mail. An example of such a meeting would be for the purpose of reviewing and approving a document. In this case the document would be distributed by e-mail and comments collected via e-mail. Such “meetings” will not count as one of the two required meetings.
- c. Such matters which are to be considered at a regularly scheduled meeting will be distributed electronically to members for study before a scheduled meeting. Notification shall also include the time, place of meeting, and other essential information.
- d. Each appointed member is expected to identify to the Chairperson an alternate representative from his or her unit who will attend regularly scheduled ITAC meetings as a substitute when the appointed member cannot be present. Notices of meetings, including agenda and minutes, will be distributed to alternates to facilitate their participation when necessary as a substitute in meetings.
- e. A simple majority of voting members shall constitute a quorum.
- f. A formal motion will be carried by a simple majority of the members present.
- g. These guidelines may be amended at any meeting by positive voting quorum.
- h. The Chairperson will be elected for the subsequent year at the last meeting of the year. The Chairperson's term of office shall begin with the first meeting of the

Fall term. A Chairperson may succeed himself or herself, but may serve only two terms that are consecutive.

- i. The Chairperson may be replaced at any time by the vote of a simple majority of the total membership of the ITAC.
- j. The Chairperson shall designate an Acting Chairperson from the regular membership to act in his absence.
- k. Minutes of meetings shall be distributed electronically to ITAC members and posted on the ITAC webpage. Archival copies of meeting minutes for the preceding three years and the current year will also be posted and maintained on the ITAC webpage.
- l. Visitors are welcome to attend ITAC meetings. However, the ITAC reserves the right to discuss sensitive matters in executive session without visitors present.
- m. Visitors may request recognition by the Chairperson and participate in the discussion or present questions for consideration by the ITAC. Visitors are denied the privilege of presenting motions. However, a member may present visitor's motions for consideration by the ITAC.
- n. Wherever possible, meetings will be conducted by videoconference to enable representatives from remote campuses to participate without the need for travel.
- o. In the event that a member wishes to resign, the member should notify the Chairperson in writing or electronically.