

# **INFORMATION TECHNOLOGY ADVISORY COMMITTEE (ITAC)**

## **Truman State University**

### **1. PURPOSE**

The Information Technology Advisory Committee (ITAC) is a University group responsible for reviewing and monitoring University-wide technology standards and policies. These policies outline how IT will be used to achieve institutional goals. The group also works with Information Technology Services on the development of the Information Technology Strategic Plan.

### **2. SPECIFIC CHARGES**

The Information Technology Advisory Committee has these specific charges:

- Participates with the Information Technology Strategic Planning Task Force during the development of the IT Strategic Plan;
- Reviews institutional progress on IT Strategic Plan initiatives; and
- Reviews institutional policies regarding technology standards, access, and use of IT resources.

### **3. AUTHORIZING EXECUTIVE BODY**

The Information Technology Advisory Committee reports to the Provost and Vice President for Academic Affairs. Recommendations regarding standards and policies are presented to the President's Staff and/or President for approval.

### **4. ELIGIBILITY AND SELECTION OF MEMBERSHIP**

#### **Membership**

The Provost, in consultation with appropriate others, appoints all members.

- Voting Members – Representation typically includes the following positions or a delegate from that area.
  - (1) Representative from the School of Business
  - (1) Representative from the School of Health Sciences and Education
  - (1) Representative from the School of Arts and Letters
  - (1) Representative from the School of Science and Mathematics
  - (1) Representative from the School of Social and Cultural Studies
  - (1) Academic Dean
  - (1) Representative from the Library
  - (2) Representatives from Student Senate
  - (1) Representative from Student Affairs
  - (1) Representative from Staff Council
  - (1) Representative from the Business Office
  - (1) Representative from Faculty Senate
- Voting Ex-Officio Members -
  - (1) Chief Information Officer
  - (1) Vice President for Administration, Finance and Planning
- The group is co-chaired by the Chief Information Officer and the Academic Dean appointed by the Provost and Vice President for Academic Affairs. The Chief Information Officer is responsible for reporting committee progress to the Provost. Staff from Information Technology Services will attend Committee meetings as needed.

### **Term of Membership**

In general, appointed members shall serve a two-year term. The terms will begin with the academic year. Members may serve two consecutive two-year terms before rotating off the Committee, however, membership terms may be extended for two-year periods upon the approval of the Provost and Vice President for Academic Affairs. Students, faculty senate, and staff council representatives serve one year terms. Ex-officio members serve as ongoing committee members.

### **Filling Vacancies in Unexpired Terms**

Vacancies in appointed terms which arise because of resignation from the Information Technology Advisory Committee, retirement, separation from the University, or change in job classification, rank, or assignment shall be filled by appointment of the area where the vacancy has occurred.

### **Subordinate Structures**

The group may establish finite working groups and/or task forces as needed.

## **5. OPERATING PROCEDURES AND GUIDELINES**

To the extent possible, the following guidelines are to be observed:

- The Information Technology Advisory Committee shall meet monthly.
- Minutes will be kept at each meeting and will be on file in Information Technology Services.

## **6. COMMITTEE DURATION**

This is a standing committee.

(Revised 02/11/2010)