

# CHARTER OF THE INFORMATION TECHNOLOGY ADVISORY COUNCIL (ITAC) NORTHERN KENTUCKY UNIVERSITY

ITAC is a representative body of faculty and staff acting in an advisory capacity for the Office of Information Technology. The purpose of ITAC is to:

- Provide a forum for faculty and staff to advise OIT on academic and administrative technologies.
- Explore how technology may be used to further the mission of the university.
- Recommend solutions to challenges being posed where technology can aid.

## 1. Overall Responsibilities

A. The following duties shall be the specific responsibility of the IT Advisory Council:

1. Review, evaluate, and make recommendations concerning new policies or implementation of policies relating to technology in support of academic success and concerns of the faculty and staff.
2. Review, evaluate, and make recommendations concerning the various university policies and projects as it relates to technology and the support of technology as it relates to students, faculty, and staff.
3. Review, evaluate, and make recommendations regarding procedures related to technology usage in the university.

Committee chairs will make recommendations to ITAC. With majority voting to move forward, including the executive committee, the recommendations will be taken forward to the IT Policy Council and/or other administration as deemed appropriate.

## 2. Membership

- A. Chair to be determined by the academic/business units
- B. Cross representation of the campus community is required.
- C. IT members are chosen by CIO (non-voting)
- D. Faculty members representing colleges are chosen by Deans per solicitation from chair
- E. Additional administrative members are chosen by VP's per request of CIO
- F. Membership from the academic/business units (outside of IT) will serve 2 year terms on the committee unless a member is no longer available to serve. Replacement committee members will be sought by the Chair of ITAC and the CIO, as appropriate.

## 3. Committees

- A. Committees will be formed as deemed appropriate by the members in a meeting. Recommendations for a committee can be made by any member.
- B. It is suggested that each ITAC member also serve on a committee.
- C. ITAC committees will also be formed including members from throughout the campus community.
- D. The Executive Committee shall consist of the Chair and CIO

- E. The following duties shall be the specific responsibilities of the Executive Committee and supporting staff:
  - a. Preparing agenda for meetings of the ITAC
  - b. Determining meeting times and scheduling meetings  
Taking forward recommendations to IT Policy Council and/or other administration as deemed appropriate for action and funding

#### **4. Meetings**

- A. The ITAC shall meet at least once each month unless deemed unnecessary by the Executive Committee. Meetings will occur during both semesters and as needed during the summer sessions. Special meetings may be called by the Executive Committee.
- B. Agenda items and supporting information will be submitted to the Executive Committee. A request will be made by the chair each month.
- C. Minutes of the ITAC meeting shall be distributed to all members of ITAC at least seven calendar days prior to the subsequent ITAC meeting.

#### **5. Effective Date**

This Charter becomes effective upon approval by the ITAC members.

#### **6. Amendments**

This Charter may be amended at any meeting of the ITAC by a two-thirds majority if a quorum is present and voting. Proposed amendments must be presented to the Executive Committee for inclusion on agenda prior to the ITAC meeting.