

COA Information Technology Committee Bylaws

1.1 Purpose:

The purpose of the Information Technology Committee is to provide guidance and promote the effective use of information technology in the learning, instruction and research activities in the College of Architecture.

2.2 Committee Members:

Membership on the committee includes: Members from each of the five Divisions (ARCH, CNS, ID, LA & RCPL), and a COA Student representative. An Associate Dean, COA IT Representative, Institute for Quality Communities Representative, and a COA Advisor will serve as non-voting advisory members.

2.2 Term:

Division policy will govern the term of their representation, however; rotation and term limits are suggested for efficiency and benefits to overall committee intent.

Recommended rotation schedule:

Academic year ending in even year (e.g. 2011-2012): ARCH, ID, RCPL

Academic year ending in odd year (e.g. 2012-2013): CNS, LA

Yearly: Student Representative

Ongoing: Associate Dean, COA IT Representative, Institute for Quality Communities Representative, COA Advisor

2.3 Chair:

The IT Committee will elect a chair to serve on the committee for one (1) year. The Chair will set the agenda for the committee. The Chair will receive feedback and information from the Dean and will inform the Dean of Committee activities, recommendations, and decisions.

3.1 Responsibilities:

1. Solicit proposals from faculty and students when funds are available
 - a) At the beginning of each academic year, the IT Committee will discuss and put forth their "wish list" and plan/update plan (upcoming and long term strategies) for the College of Architecture's all-encompassing Information Technology. This report will be submitted to the Dean for consideration with estimated indirect and direct costs if possible.
 - b) The Dean will advise the IT Committee if funds are available to purchase new IT equipment and/or software.
 - c) The IT Committee will notify the College Faculty and Student Council that funds are available and the timeline for the proposal process and then solicit proposals.
 - d) The IT Committee will review and rank the proposals based on the criteria outlined in the proposal. If an IT Committee Member is submitting a proposal, they must recuse themselves from participating in the voting process.
 - e) The Committee will forward their recommendation to the Dean for action.
2. Advise and consult on appropriate issues with the Dean.
3. Prioritize and recommend software and hardware purchases.
 - a. All software purchase requests must come from Division Directors.
4. Promote advancing, innovative technologies, along with other interested faculty in the college, to assure the advancement of our college into the digital age.
5. Facilitate continuing education workshops for the advancement of our staff and faculty.

12.13.2012 Adopted by Committee

01.22.2013 Adopted by Directors

01.22.2013 Adopted by Dean

4.1 Frequency of Meetings:

This committee shall be called upon as needed by the IT Representative and Chair. Meetings will be held for purposes of long term planning, discussions on current issues at large. Generally meetings will be held monthly.

4.2 Attendance:

Members that miss more than two (2) regularly scheduled meetings may be asked by the Chair to consider finding an alternate representative to serve on the committee.

All members are eligible and expected to attend and participate in committee meetings. Other guests may attend meetings and participate in discussions when invited by the committee, but may not vote.

5.1 Voting and Decisions:

Voting for the elected position of Chair for the committee will be by secret ballot. Voting for the new Chair will be held in the spring semester with the new term to begin at the end of the spring semester in order to allow for preparation over the summer. A simple majority of ballots cast will determine the selection of the new chair.

All other committee decisions shall be made through consensus. Consensus will be defined as the majority of committee members' present, if over 50% of the committee members are in attendance.