

GCA C_ML-IT Committee Bylaws

1.1 Purpose

The purpose of the Creating_Making Lab—Information Technology (C_ML-IT) Committee is to provide guidance on pedagogical and research opportunities that impact use, scheduling, and infrastructure needs for the C_ML and promote the effective use of information technology in the learning, instruction, and research activities in the Gibbs' College of Architecture.

2.1 Committee Membership

Committee membership shall conform to the following protocol:

Members with voting privileges to include:

- A representative from the five (5) Divisions (ARCH, CNS, ID, LA, & RCPL)
- GCA student representative to be elected among the GCA C_ML and IT student employees.
- C_ML Manager/Technical Project Management Specialist
- C_ML staff
- GCA IT representative

Advisory members (non-voting) to include:

- Associate Dean
- A representative from the IQC
- C_ML-IT research liaisons; research liaisons are faculty members actively engaged in research utilizing the C_ML or specialized software. Each Division will elect a research liaison to represent all Division faculty involved in research utilizing the C_ML or specialized software.

2.2 Committee 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:

- AY ending in even number, e.g., 2021-2022: ARCH, ID, RCPL
- AY ending in odd number, e.g., 2022-2023: CNS, LA
- Yearly: GCA student representative
- Ongoing: C_ML Manager and staff, GCA IT representative, Associate Dean, IQC representative, and C_ML research liaisons

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2.3 Chair

The C_ML-IT Committee will elect a chair from committee faculty membership to serve on the committee for 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) Advise & consult on appropriate issues with the Dean including:
 - a. *Addressing operations and shop hours.*
 - b. *Staffing at the shop.*
 - c. *Safety issues and policies for the shop.*
- 2) Discuss and advise the Dean on fee changes and financial assets of the C_ML.
- 3) Discuss and recommend purchase order level (approximately \$5,000 or greater) items for the C_ML; items below this amount are at the discretion of the GCA Facilities Manager in consultation with the Dean as appropriate.
- 4) Discuss long term visioning, goals, objectives, and programming for future C_ML facilities.
- 5) Solicit proposals from faculty and students when funds are available regarding IT.
 - a. *At the beginning of each academic year, the C_ML-IT Committee will discuss and put forth their "wish list" and plan/update plan (upcoming and long-term strategies) for the GCA'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 C_ML-IT Committee if funds are available to purchase new IT equipment and/or software.*
 - c. *The C_ML-IT Committee will notify the GCA Faculty and students during the Student Town Hall Council conducted each semester that funds are available and the timeline for the proposal process and then solicit proposals. If the Student Town Hall Council is not conducted, then the C_ML-IT Committee will solicit student input through a Qualtrics survey.*
 - d. *The C_ML-IT Committee will review and rank the proposals based on the criteria outlined in the proposal. If a C_ML-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.*
- 6) Prioritize and recommend software and hardware purchases.
 - a. *All software purchase requests must come from Division Directors. The IT representative will create Qualtrics survey to assess software needs and administer survey to faculty. The IT representative will present the results of the survey to the C_ML-IT Committee for in order to make a recommendation to the Dean.*
- 7) Promote advancing, innovative technologies, along with other interested faculty in the college, to assure the advancement of our college into the digital age.

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- 8) Facilitate continuing education workshops for the advancement of our staff and faculty.
- 9) Meeting Minutes: minutes will be recorded by a member of the committee on a rotating basis and submitted to the committee within one week of a meeting. Meeting minutes will be digitally distributed, and Committee members will approve minutes within one week. Approved minutes will be available to post to GCA website within one week of committee approval of minutes.

4.1 Frequency of Meetings

The C_ML-IT Committee shall be called upon to meet once per month during fall and spring semesters. Semester meeting schedules will be determined at the beginning of each semester. The Chair may call special meetings outside of the regularly scheduled monthly meetings to discuss time sensitive issues.

5.1 Voting & Decisions:

Voting for elected position of Chair for committee will be by secret ballot utilizing online survey software when available. Voting for new Chair will be held in the spring semester with the new term to begin at the end of spring semester in order to allow for preparation over the summer. Voting period will not exceed 10 calendar days. 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.