

Campus Technology Policy and Planning Council Organizational and Operational Details

- 18 June, 2004 -

Organization

The “Campus Technology Policy and Planning Council” (hereafter, the Council) would serve as the only vehicle for establishing appropriate institution-wide IT policy and procedures, reviewing and authorizing major IT initiatives, approving the campus-wide IT plan, providing support to remove barriers, and, in general, focusing on the big picture. The Council is made up of key decision makers whose responsibilities include technology planning, policy, and spending. The Associate VP for Technology serves as the chair of the Council and is responsible for taking initiatives supported by the Council to the President’s Cabinet for action. Other members are:

- Associate VP for Technology, Council Chairperson
- Assistant VP for Administrative Information Systems
- Associate VP for Student Affairs
- Executive Director of Extended University
- Director, Advancement Services
- Dean, College of Arts and Sciences (or a designee)
- Dean, College of Applied Science and Technology (or a designee)
- Dean, College of Business (or a designee)
- Dean, College of Education (or a designee)
- Dean, College of Fine Arts (or a designee)
- Dean, Mennonite College of Nursing (or a designee)
- Dean, Milner Library (or a designee)

Each member of the Council is chair of a constituent advisory committee that proposes or reviews campus-wide technology policies and procedures as well as the Campus Technology Strategic Plan. These committees and their chair are:

- College of ____, Learning Technology Advisory Committees (7), Deans or their designee
- Administrative Technology Advisory Committee, Assistant VP, Administrative Information Systems
- Student Technology Advisory Committee. Associate VP, Student Affairs and Director, Student Technology Support, (for ResNet)
- University Extended Learning Steering Committee, Executive Director, Extended University
- Alumni and Advancement Services Technology Advisory Committee, Director, Advancement Services

The Associate VP for Technology sits on each of these constituent advisory committees as a non-voting member.

Because some of the issues presented to the Council will require close technical scrutiny, a number of technical advisory committees, which are, or will soon be, formed, will be consulted on Council agenda items. The principle campus technology advisory committees and their chair are:

- Administrative Systems Advisory Committee, Director, Applications Development

- Classroom Technology Advisory Committee, Director, Classroom Technology Support
- iCampus Portal Advisory Committee, Director, Institutional Web Support
- Technical Support Advisory Committee, Director, Computer Infrastructure Support
- Web Policy Advisory Committees, Director, Institutional Web Support

Working Groups will be created for specific issues that require the expertise of members of one or more of the technical advisory committees and the input from members of one or more constituent advisory committees.

Operation

Proposals for campus-wide technology initiatives, new or changes to existing policies and procedures, standards, etc., may be presented before the Council from any constituency or technical advisory committee, or from members of the Council itself. Each of the advisory committees must respond to all proposals brought reviewed by the Council — either supporting or opposing the proposal — in a timely manner. Thus, sixteen signatures are needed for a proposal to be presented before the President’s Cabinet. Approval or disapproval of a proposal by an advisory committee must be based on an agreed-upon set of principles established by the Council with input from the advisory committees. An initial list of seven Guiding Principles is attached (along with Mission and Vision & Values statements for Campus Technology Support). Each time an advisory committee signs in support of or opposition to a proposal, it must write a short paragraph explaining its response in relation to the Guiding Principles. When the Council receives a completed proposal, it too must express its own support or opposition. When the Council supports a proposal, the Chairperson of the Council must present the proposal to the President’s Cabinet for approval. If the Council does not support a proposal, then the Chairperson of the Council will make the decision whether or not to send the proposal to the President’s Cabinet.