

## Charter – Academic Advisory Committee

This charter specifies the purpose, responsibilities, membership, and conduct of EMU’s Academic IT Advisory Committee. This committee will deal with any and all matters associated with using IT to enhance teaching, learning, or scholarly activities including classroom instructional technologies, e-portfolio products, online collaboration tools, and support services for faculty who are integrating technology into their instructional programs.

Purpose: Ensure that EMU’s IT initiatives and proposed projects help the University achieve its academic goals and objectives.

Responsibilities:

- Adhere to guiding principles for using IT at EMU
- Use EMU’s standard processes for developing, submitting and prioritizing proposed IT initiatives
- Assess needs and develop proposals for IT initiatives that support EMU’s goals or objectives
- Develop proposals for IT initiatives that would provide EMU with a competitive advantage in attracting students, faculty, staff and external support
- Recommend oversight for implementing IT initiatives that require personnel resources from multiple units of the University
- Resolve issues or conflicts that, if unresolved, would jeopardize the successful completion of approved IT initiatives
- Refer issues and conflicts to the IT Steering Committee if they cannot be resolved at the advisory committee level
- Report to the IT Steering Committee in fall and winter semesters to demonstrate the committee has completed responsibilities listed in this charter

Authority: The Academic IT Advisory Committee is chartered by and reports to the Chief Information Officer

Members:

- Three representatives from the Division of Information Technology, with one designated co-chair by the Chief Information Officer
- Two representatives from the College of Arts and Sciences with all other colleges and the library having one representative each
- One at-large representative of the Faculty Senate designated as co-chair
- One representative from the Educational Environment and Facilities Committee (EEFC)
- Director of the Faculty Development Center
- Two representatives from Academic and Student Affairs
- One representative from Extended Programs and Educational Outreach (EPEO)
- Two representatives from Student Government (one undergraduate, one graduate)

Term: Three-year term (staggered) as follows:

Member	Annually	“A” rotation	“B” rotation	“C” rotation
Co-Chairs				
– IT		X		
– Faculty Senate	X			
College of Arts and Sciences (2)		X	X	
College of Technology				X
College of Education			X	
College of Business		X		

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<b>Member</b>	<b>Annually</b>	<b>“A” rotation</b>	<b>“B” rotation</b>	<b>“C” rotation</b>
College of Health and Human Services			X	
University Library				X
Graduate Student	X			
Undergraduate Student	X			
Information Technology (2)			X	X
Ext. Programs and Educational Outreach		X		
Educ. Environment and Facilities Comm.			X	
Academic & Student Affairs		X		X
Faculty Development Center				X

Meetings: The Academic IT Advisory Committee will meet as often as needed to accomplish its duties and at least once during the fall and winter semesters. The committee will discuss its charge, and develop a schedule and procedures for completing its work.

Reporting: Regularly report to the IT Steering Committee about activities, issues, and proposals. In addition, publish meeting agendas, minutes and supporting documents so members of the University community are aware of the work and recommendations of the committee.