

**CHARTER**  
**IT INFRASTRUCTURE ADVISORY COMMITTEE**  
**APRIL 2011**

## CHARTER IT INFRASTRUCTURE ADVISORY COMMITTEE

Eastern Michigan University has established an IT Governance structure to promote and support the effective use of information technology in Academic and Non-Academic programs. This structure consists of the IT Steering Committee and three advisory committees that are charged with identifying, prioritizing, and proposing tactical and strategic IT initiatives.

This charter specifies the purpose, responsibilities, membership, and conduct of EMU's IT Infrastructure Advisory Committee. The committee will deal with any and all matters associated with wired and wireless networks, network services such as firewalls and directories, and with general-purpose IT equipment (desktops, laptops, servers, printers and software) used by individuals in *multiple* units of the University. Discipline-specific IT equipment for teaching, learning, or scholarly activities used by students, faculty, or staff in a single department, school, or college is not in the scope of this committee's work.

1. Name: IT Infrastructure Advisory Committee
2. Type: A standing committee of the University
3. Purpose: Ensure that EMU's IT initiatives and proposed projects help the University achieve its IT infrastructure goals and objectives.
4. Responsibilities:
  - Adhere to guiding principles for using IT at EMU
  - Use EMU's standard processes for developing, submitting and prioritizing proposed IT initiatives
  - Adopt standards for the IT infrastructure (desktops, servers, storage, networks, etc.) of the University
  - Select and recommend IT products that adhere to EMU's standards
  - Develop plans for deploying an IT infrastructure that effectively supports academic and non-academic systems
  - Assess needs and develop proposals for IT infrastructure initiatives that support EMU's goals or objectives
  - Develop proposals for IT infrastructure initiatives that would provide EMU with a competitive advantage in attracting students, faculty, staff and external support

- Recommend oversight for implementing IT infrastructure 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 can not 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

5. Authority:

The IT Infrastructure Advisory Committee is chartered by and reports to EMU’s IT Steering Committee.

6. Members:

- Four representatives from the Division of Information Technology, with one designated co-chair by the Chief Information Officer
- One representative from the Campus Technologist Committee
- One faculty representative appointed by the Faculty Senate
- One representative from the EMU Foundation
- One technical representative from the University Library
- One representative appointed by the Chief Financial Officer
- One representative appointed by the Chief of Operations
- One representative appointed by the Vice President for Student Affairs and Enrollment Management

7. Term: three-year term (staggered)

Member	Annually	“A” rotation	“B” rotation	“C” rotation
Co-Chairs				
– IT				X
– Physical Plant	X			
Information Technology (3)		X	X	X
Faculty Senate		X		
Campus Technologist			X	
EMU Foundation		X		
University Library			X	
Business and Finance		X		
Physical Plant (excludes co-chair)			X	
Student Affairs and Enrollment Mgmt.				X

8. Meetings:

The IT Infrastructure 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 meet to discuss its charge, and develop a schedule and procedures for completing its work.

9. 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.