

CHARTER
NON-ACADEMIC IT ADVISORY COMMITTEE
SEPTEMBER 2012

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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 Non-Academic IT Advisory Committee. This committee will deal with any and all matters associated with *non-academic* systems including Ellucian (formerly SunGard Higher Education) products (Banner, Luminis, etc.), other IT systems (e.g., card access) that interoperate with Ellucian products, other IT systems used by individuals in *multiple* units of the University, and support services for employees who use these systems in their work.

1. Name: Non-Academic IT 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 non-academic 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
 - 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 that 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

5. Authority:

The Non-Academic IT Advisory Committee is chartered by and reports to the IT Steering Committee.

6. Members:

- Four representatives from the Division of Information Technology, with one designated co-chair by the Chief Information Officer
- Three representatives appointed by the Provost:
 - One representative for Academic Affairs
 - One representative for Enrollment Management
 - One representative for Institutional Research and Information Management
- One faculty representative appointed by Faculty Senate
- One representative appointed by the Chief Financial Officer
- One representative appointed by the Vice President for Communications
- One representative appointed by the Chief Human Resource Officer
- One representative appointed by the Director of Intercollegiate Athletics
- One representative from the EMU Foundation

7. Term: Three-year term (staggered)

Member	Annually	“A” rotation	“B” rotation	“C” rotation
Co-Chairs				
– IT		X		
– General membership	X			
Information Technology (3)		X	X	X
Faculty Senate			X	
Business and Finance		X		
Intercollegiate Athletics				X
EMU Foundation			X	
Institutional Research and Information Management			X	
Academic Affairs		X		
Student Affairs and Enrollment Mgmt.		X		
Communications				X
Human Resources				X

8. Meetings:

The Non-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 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.