ITAC – Bylaws

Information Technology
Advisory Committee

DIVISION OF
INFORMATION
TECHNOLOGY

Purpose

The Information Technology Advisory Committee (ITAC) provides recommendations to the Vice President of Information Technology and Chief Information Officer (VPIT/CIO) about student access to information technology. Topics may include but are not limited to: (1) campus-wide project proposals that help enhance the campus-wide student technology environment and (2) communicating students' perspectives about the marketplace relating to information technology.

ITAC will make IT-related recommendations at the University of Maryland based on the input of all colleges, departments, and centers. Its goal is to work with the entire university community to constantly improve and upgrade needed IT services to improve the experience for all students, faculty, and staff.

Definitions

Term	Definition
Information Technology	Technology systems and services that enable students to access information and communicate for learning and research.

Membership

Section A | Enumeration

I.   The membership of this committee shall consist of:
1. Three members of the Student Government Association (SGA) appointed by the president of the SGA;
2. Two members of the Residence Hall Association (RHA) appointed by the president of RHA;
3. Two members of the Graduate Student Government (GSG) appointed by the President of GSG;
4. Five at-large students appointed by the Chairperson (none shall be faculty, associative staff, or classified staff), representative of the diverse student population (at least one of whom shall be of graduate status);
5. At least one Division of Information Technology (DIT) member: Assistant (or Associate) Vice President of Information Technology, Chief Information Officer (VP/CIO), or designee (ex-officio);

II.   The number of members mentioned above constitutes the ITAC membership. Unless explicitly stated otherwise, all participants in the meeting are voting members.

Section B | Terms of Office

I.   The student members shall each serve a one-year term but shall not be precluded from reappointment for future one-year terms.

II. DIT staff appointees shall each serve a two-year term, with terms ending on alternating years; appointees shall not be precluded from reappointment for a future two-year term.

III. Each member will attend all regular meetings and participate actively in board committees. Two absences per semester without prior notice will call for a review of continued membership by the committee.

IV. Anticipated vacancies for future semesters should be filled at the end of the previous semester.

Section C | Officers and Duties

I.   The committee's officers shall be Chairperson, Vice Chairperson, and Executive Secretary. These officers shall be known as the Executive Committee (EC).

    1. The President of the Student Government Association will designate the Chairperson of ITAC. The Chairperson shall only vote to break ties. The Chairperson shall develop goals and meeting agendas in consultation with DIT's appointed Assistant (or Associate) Vice President, schedule and chair regular and special meetings of the committee, represent the committee on matters of public interest, and coordinate the work of the committee.

    2. The Vice Chairperson shall be appointed from the membership at the beginning of the fall semester by the Chairperson.

    3. The Executive Secretary shall be appointed from either the membership or outside at the beginning of the fall semester by the Chairperson. All EC members shall serve one-year terms but not be precluded from re-appointment to future one-year terms.

II. The Vice Chairperson shall assist the Chairperson in any appropriate matter as seen fit by the Chairperson and will preside over the committee at the Chairperson's discretion or if the Chairperson cannot do so.

III. The Executive Secretary shall give due notice of all committee meetings, assist with logistics related to meetings and other committee activities, and maintain suitable records of all committee meetings and other actions.

Meetings

Section A | Meetings

I.   The number and frequency of official meetings and the agenda of these meetings will be determined by the committee to discharge the duties assigned to the committee entirely.

II. Meetings shall be open to the members of the university community and the public, except for when the committee enters into a closed session.

III. Special meetings of the committee may be called by the Chairperson and shall be called by the Chairperson if one-fourth of the membership of the committee submits and signs such a request in writing.

IV. The only item or items permitted on the agenda of a special meeting shall be those for which the special meeting was specifically called.

    I.   A simple majority of the committee's voting members shall constitute a quorum necessary to conduct constitutional business at a regular meeting or hold a special meeting, except as otherwise provided herein.

    II.   A smaller number may receive reports and declare an adjournment. Unless modified by the committee, the order of business shall be as follows: (a) Approval of Agenda, (b) Approval of Minutes, (c) Announcements, (d) Items of Information, (e) Report from DIT, (f) Old Business, (g) New Business, (h) General Comments.

Procedures for Student Technology Fund Proposals

    I.   ITAC accepts proposals from the university community. The committee considers these proposals deemed by the committee to have the most significant overall impact. ITAC will specify a form that proposals should conform to. Proposals not in this form will not be considered.

    II.   ITAC makes recommendations to the VP/CIO, who will request that the DIT leadership team members examine and endorse the selected proposals based on available funds, existing resources, and alignment with the University of Maryland and the Division of Information Technology strategic initiatives and efforts.

    III.   A campus-wide call for proposals will be sent by October 1 in the fall semester. Responses to the proposals will be due to the ITAC Chairperson by November 1.

        1.   The Chairperson shall send copies of all proposals to all ITAC members once all proposals have been received for feedback before deliberations by ITAC.

    IV.   Review and deliberations of proposals shall occur before each semester ends.

        1.   No voting on proposals may take place without a quorum and a majority of students.

        2.   When appropriate, ITAC will consult with DIT governance groups before voting on proposals to maximize student input.

        3.   Any member involved in submitting a proposal must recuse themselves from voting on that proposal.

        4.   The following criteria shall be used:

            a.   Overall Impact: Eligible projects for funding are those that provide strategic enhancements to campus-wide technology services. The projects must apply to all students and expand access to technology for all students at UMD. Proposal writers must consult the University of Maryland and the Division of Information Technology strategic initiatives and efforts.

            b.   Significance: Does the project address a significant problem or a critical barrier that will enhance the academic technology services at UMD? If the project aims are achieved, how significant will the benefits be for the students?

            c.   Innovation: How will the successful completion of the project's aim challenge and change the current academic technology services? Does the project propose a refinement, improvement, new approach, instrumentation, or service?

            d.   Approach: Are the overall strategy and methodology well-reasoned and appropriate to accomplish the project's specific aims? Are potential problems, alternative strategies, and benchmarks for success presented? If

the project is a new approach or is in the early stages of development, does the proposal include details on how the risks will be managed?

    e. Sustainability: If the project requires recurring resources, how will these be updated and maintained? What is the life-cycle replacement? Sustainability may also involve reducing waste and energy consumption and making our operations more sustainable over the long run.

    f. Student Interest: Does the project have the support of students? Does it directly benefit students? Is it a project that a department would otherwise be required to implement?

V. Detailed final recommendations must be forwarded to VP/CIO or designee by the ITAC Chairperson. The VP/CIO makes the final funding decisions.

VI. Notification must be sent by the ITAC Chairperson, in coordination with DIT, to each individual/area submitting proposals one week following final deliberations, detailing approval or disapproval of the proposal.

VII. If a proposal is denied, the submitting individual(s) has/have the right to appeal the decision. All appeals will be presented to the members of ITAC for review and decision. Decisions are final; only the VP/CIO can reverse the ITAC's decision.

VIII. Notification of proposal implementation/completion or reason for non-completion must be provided to ITAC. Respondents with multiple failed proposals must provide extra justification for future responses.

Rules of Order

Section A | Reference

I. All business before the Committee shall be conducted according to Robert's Rules of Parliamentary Procedure Revised, except as modified by the Board.

II. All motions, resolutions, or other propositions, except for short procedural motions, shall be made in writing before being voted on.

Review

DIT may initiate a review and necessary revisions of this document and its associated standards periodically.

History

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