

## ***POLICIES AND PROCEDURES OF THE Administrative Committee on Information Technology (ACIT)***

The University System Advisory Council in its meeting on August 18, 1989, approved the formation of an Administrative Committee on Information Technology (ACIT).

The Administrative Committee on Information Technology shall concern itself with those policies and procedures affecting information technology within the University System. These include but are not limited to the areas of electronic communication networks, computing hardware, administrative information systems, academic information systems, and other computing activities. It shall serve as an advisory body to the Vice Chancellor for Information and Instructional Technology.

### **MEMBERSHIP**

The Chancellor requested that each president in the University System nominate an institutional representative for appointment to the committee. He emphasized that representatives from the thirty-four institutions be able to represent, at a policy level, all information technology interests on campus.

Designated alternates may be used. Changes to the membership should be submitted to the Office of Information and Instructional Technology (OIIT). The membership list is updated as the membership changes.

The ACIT Executive Committee represents the leadership of the committee and may serve as the final decision-making voice of the committee. The Executive Committee is composed of the past chair, current chair, chair-elect, secretary, and four selected representatives of the ACIT committee.

### **ELECTION OF OFFICERS**

The Secretary and Chair-Elect are elected electronically before the spring meetings. Nominations are accepted in March. The nominees are contacted by the Chair-Elect. If they accept the nomination, the nominee is required to provide a picture and background information to be posted on the ACIT web site. The elections are held in April; the results are announced one week prior to the spring meeting.

### **FUNCTIONS**

The function of the Administrative Committee on Information Technology is:

- to make reports and recommendations concerning the improvement of technology
- to exchange information and ideas and
- to consider any other matters requested by the Vice Chancellor or his representatives.

## **COMMITTEE MEETINGS**

Meetings are held at least four times an academic year, more often if necessary. Committees may transact business by email or correspondence in lieu of meetings at a specified location. Expenses for travel by a member of the committee to a committee meeting will be paid by the institution.

## **SUBMITTING MEETING MINUTES**

Minutes of the ACIT meetings will be sent electronically to the Executive Committee of the ACIT and the Vice Chancellor for Information and Instructional Technology for initial review by the ACIT secretary. Upon review, the minutes will be sent electronically to the full ACIT membership within two weeks of the ACIT meeting for approval.

Approval of the minutes will occur at the next regularly scheduled ACIT meeting. Any additions, deletions and/or corrections will be noted and the final minutes posted to the ACIT web site.

## **COMMITTEE RECOMMENDATIONS**

Committee recommendations requiring consideration within the USG will be forwarded by the Vice Chancellor for Information and Instructional Technology to the appropriate committee for consideration and action. The Vice Chancellor for Information and Instructional Technology will notify the ACIT of decisions on recommendations.

## **ACIT STANDING SUBCOMMITTEES**

At the Summer 1996 meeting of the ACIT, several standing subcommittees were identified for the purpose of advising the Vice Chancellor for Information and Instructional Technology within the University System of Georgia. The full ACIT membership approved the establishment of the following subcommittees:

- **Administrative Information Systems Subcommittee**
- **Human Resources/Personnel Subcommittee**
- **Instructional Technology Subcommittee**
- **Networking Subcommittee**
- **Operations Subcommittee**
- **Software Subcommittee**
- **Strategic Planning Subcommittee**
- **PeachNet Board**

This document describes a common framework within which these subcommittees will be structured and operated. Each subcommittee shall develop a specific charter augmenting the following information with mission statements and scope of responsibilities.

## **Establishing Authority (Standing SubCommittees)**

Formation of the named standing subcommittees was approved by the institutional membership of the Regents Administrative Committee on Information Technology (ACIT) during the summer 1996 meeting.

## **Composition and Organization (Standing SubCommittees)**

Each subcommittee will be a standing committee of the ACIT. The chair of the subcommittee will be appointed by the chair of the ACIT and will normally reflect the recommendation of subcommittee members. The chair will be expected to serve a two-year term as measured from date of appointment. Except in extenuating circumstances, a subcommittee chair will not be eligible to succeed themselves in that capacity. Membership will be voluntary and the responsibility of the subcommittee chair to administer. Membership will be restricted to ACIT institutional representatives or their designees. Members will be expected to serve two-year terms and may succeed themselves. The composition of the subcommittee is to be maintained such that in addition to the chair, there is at least one member from a comprehensive or special purpose university; two members from regional universities and/or state universities and senior colleges; and two members from two-year colleges. For purposes of voting, a simple majority of committee members will constitute a quorum. Where consensus cannot be achieved in reaching committee decisions, simple majority voting will be used.

## **Frequency of Meetings (Standing SubCommittees)**

The subcommittee will meet at least twice annually. The chair will be responsible for scheduling these regular meetings. Whenever possible these meetings will be scheduled to coincide with quarterly ACIT meetings. Additional called meetings can also be scheduled. Meetings will be conducted according to a previously established agenda distributed by the chair.

## **Reporting Responsibilities (Standing SubCommittees)**

Results of meetings will be reported at the next occurring full quarterly ACIT meeting by the chair or his designee. Findings or recommendations of the subcommittee with potential consequences for individual system institutions will require approval of the ACIT membership before being presented to the ACIT as official subcommittee positions. Electronic communications will be used where feasible to conduct the subcommittee business.