

## UNIVERSITY COUNCIL ON TECHNOLOGY BYLAWS

(April 30, 2004)

- I. Name of organization. University Council on Technology.
- II. Object and mission of organization. The University Council on Technology serves the university as the primary advisory body in the area of technology for instructional, research, and administrative support services. The primary focus of the council is to recommend programs, policies, and procedures in the technology arena to enhance the academic excellence of the university.
- III. Reporting Line. The University Council on Technology shall report jointly to the Vice-President for Information Services and the Provost.
- IV. Membership.
  - A. Members. The University Council on Technology consists of the following members:
    1. Provost (or designee) (ex-officio).
    2. Vice-President for Information Services (ex-officio).
    3. Director of Faculty Professional Development (ex-officio)
    4. Chief Technology Officer (ex-officio)
    5. Senior staff with responsibility for academic initiatives for Information Services initiatives as designated by the Vice President for Information Services (ex-officio)
    6. Director of Administrative Computing Services (ex-officio)
    7. Director of Engineering and Operations for Information Services (ex-officio).
    8. Director of Security and Compliance for Information Services (ex-officio)
    9. One (1) collegiate member appointed by the Provost upon the recommendation of their respective dean to represent each of the following:
      - a. College of Arts & Science
      - b. College of Business Administration
      - c. College of Education
      - d. College of Fine & Professional Arts
      - e. College of Communication and Information
      - f. College of Continuing Studies
      - g. College of Architecture
      - h. School of Libraries and Media Service
      - i. Regional Campuses
      - j. Research and Graduate Studies
      - k. College of Nursing
      - l. School of Technology
      - m. Undergraduate StudiesDeans, recommending collegiate representatives to the Provost, will consult first with the appropriate academic advisory committee for their unit.
    10. Five (5) faculty members representing the faculty at large are appointed by the Chair of Faculty Senate upon the recommendation of the Committee on Committees. By the same process, three (3) faculty members will also be designated as alternates.

11. One (1) member representing Business and Finance appointed by the Vice President for Administration.
  12. One (1) member representing Enrollment Management and Student Affairs appointed by the Vice President for Enrollment Management and Student Affairs.
  13. One (1) member representing University Relations and Development appointed by the Vice President for University Relations and Development.
  14. One (1) member representing Human Resources appointed by the Vice President for Human Resources.
  15. One (1) graduate student representative appointed by the Graduate Student Senate.
  16. One (1) undergraduate student representative appointed by the Undergraduate Student Senate.
- B. Voting Privileges. All non ex-officio members have full voting rights.
- C. Terms. The term of a council member appointed by the Provost shall normally be for three years with reappointment permitted. The term of a council member appointed to represent a nonacademic division shall be on going based upon the action of the division vice president. The term of the graduate and undergraduate student representative shall be one year with reappointment permitted. Terms shall commence with the first meeting of the academic year and rotate to enhance continuity.
- V. Officers. The chair and vice-chair of the council shall be elected for a one year term. The officers shall be elected at the end of the spring semester. New terms begin at the end of the meeting of election. In the absence of the chair, the vice-chair shall preside. In the absence of both, the chair will appoint a presiding officer. If the chair is unable to complete the term of office, the vice chair will become interim chair until such time that a new election can be held. In the event that the offices of both chair and vice chair become vacant, the chair of Faculty Senate will appoint an interim chair.
- VI. Meetings.
- A. Meetings shall be held at least once each semester during the academic year. Additional meetings may be called at any time by the chair of the Council.
  - B. New business can be brought before the council at any meeting if a majority of the members present agree.
  - C. Minutes of all meetings will be kept and published for the Council and the university community.
- VII. Committees.
- A. There shall be three standing committees on Information Technology Policy, Academic Technology and Technology Infrastructure. A slate of membership of each committee shall be prepared by each committee chair in accordance with the committee charges section of these by-laws and presented to the council chair after the annual meeting electing the Council chair. The standing committee membership shall be submitted to the Council for approval at its next regular meeting. The length of standing committee membership shall be one year renewable. The Council Chair, or if designated by the Chair, the Council Vice Chair, is an ex-officio member of all standing committees.

- B. The Council shall have an Executive Committee which functions to develop agenda items and action items for the Council. The Executive Committee shall not have the authority to act on behalf of the Council. The Executive Committee will consist of the Council Chair and Vice Chair, the conveners of each of the Standing Committees and one member of the Council elected to the Committee at the annual Council election meeting. The Chair of the Council shall convene the Executive Committee, as appropriate, to develop the agenda for Council meetings.
  - C. Agenda items shall be directed to Standing Committees either by the chair of the committee, the chair of the council or action by the Council. These committees will report to the council, and provide regular updates and will submit to the executive committee agenda items for discussion or action at regular Council meetings.
  - D. Standing Committee membership and leadership specifications are contained in the descriptions in the Standing Committee charges of these by laws.
  - E. Ad hoc committees shall be authorized by the council upon need, and the council shall specify the method of appointment of the members.
- VIII. Parliamentary Authority.
- A. The parliamentary authority for the University Council on Technology is defined in these bylaws.
  - B. For parliamentary procedures not defined in the bylaws, the University Council on Technology shall follow the current version of "Robert's Rules of Order."
  - C. Consideration of changes in the by laws of the University Council on Technology may be brought before the council at any time on a motion duly made, seconded, and passed by a majority of the council present.
  - D. The specific proposal to amend the bylaws shall be considered at the next regularly scheduled meeting of the council. A favorable vote by a majority of the council present at the meeting is necessary to carry the motion to amend these bylaws. For minor changes, a motion to suspend this provision may be entertained if no UCT member present objects.
  - E. Business conducted in the Standing Committees may be carried out based on consensus, with the exception that any motion placed on the table of the UCT by the Standing Committee shall be in the form of a motion and the result of a positive vote of the majority of members (officio and ex-officio) present at a regular meeting of the standing committee. Such motions from a standing committee do not require a second to be placed on table of the UCT.

Proposed Changes April 30, 2004  
Revised September 13, 2002  
Revised December 1, 2000  
Revised October 2, 1998 (corrected)  
Revised September 11, 1998

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# **University Council on Technology Charges for Standing Committees**

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## **Charge for Standing Committee on Information Technology Policy**

The Committee on Information Technology Policy is charged with providing the liaison function with divisions of Information Services and Academic Affairs and Faculty Senate providing advice on the role of UCT in creating, reporting, reviewing and participating in policies and projects relating to IT in the university. The function of the UCT as a policy advisory body is manifested in activities that range from being informed on operational issues to developing reports or policy proposals for consideration by governance bodies. In all this range of activities, coordination will be provided with this Committee.

The Committee shall:

1. Provide leadership for UCT initiatives and function as an executive committee in developing agenda proposals and issues for the Council.
2. Provide communication and coordination in matters connecting UCT projects and policy activities with the relevant bodies of the university.
3. Maintain an ongoing agenda of current activities and plans by the UCT and those of other university bodies with activities relating to the UCT mission.
4. Provide regular status reports to UCT and solicit guidance and perspective from the UCT on all matters of active engagement of the Committee.
5. Facilitate coordination between standing committees in matters that are within the domain of multiple committees.
6. Provide UCT with advice on matters of potential future importance to UCT.

**Membership:** Members of the committee shall include the Chief Information Officer, UCT representative of the Office of the Provost, the Director of Faculty Professional Development, the UCT Chair and Vice Chair, the CTO for Information Services and the Information Services senior staff member on UCT with responsibility for academic initiatives. Conveners of other standing and ad hoc committees of the UCT shall be regular participants in meetings involving matters relevant to activities of that committee and shall be informed and invited by the co-chairs. The voting membership may be expanded based on action by the core membership described above.

**Leadership:** The chair of UCT and the CTO for Information Services shall jointly chair The Committee and both shall be responsible for developing agenda items for the committee. The Chair of UCT shall convene the body.

The committee will make its recommendations to the University Council on Technology.

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## **Charge for Standing Committee on Academic Technology**

The Committee on Academic Technology shall work in collaboration with the University community to lead in the development of academic technologies, including learning technologies, new media, and distributed learning throughout the campuses of Kent State University. The committee shall:

1. Develop and regularly review a coherent vision for instructional and research computing as well as distributed learning technologies at the University.
2. Advise on strategic initiatives in the area of academic technologies.
3. Advise on coordination of academic technology efforts and University and departmental resources for technology.
4. Make recommendations on policies and procedures, related to technology use in the academic sector e.g.
  - a. technology support for learning environments
  - b. assessing student learning
  - c. academic advising and other services
  - d. addressing faculty development needs.
5. Collect and communicate information related to academic technology.

**Membership:** Ex-officio members of the committee shall include a representative of the Office of the Provost as designated by the Provost, the Director of Faculty Professional Development, either the UCT Chair or Vice Chair as designated by the UCT Chair and the Information Services senior staff member with responsibility for academic initiatives designated by the Vice President for Information Services as an ex-officio member of the UCT. Both Graduate and Undergraduate student representatives to the UCT shall be ex-officio members of the committee.

In addition, six (6) members of the committee shall be selected, a minimum of three of those holding regular faculty rank. The selection of members is to be coordinated with the continuing members of the committee and a list of members is to be prepared for adoption by the UCT at the first meeting of the academic year. Faculty members selected for the committee shall be preferentially chosen from (a) faculty members on the UCT, (b) faculty members appointed as alternates to the UCT by the Faculty Senate and (c) faculty members with special interest or expertise in the domain of responsibility of the committee. The additional three (3) members of the committee may be drawn from the ranks of faculty, student, staff or administration of Kent State University with preference expected, but not required, first to members of the UCT and second to individuals with special interest and expertise. The final membership should reflect the balance of interests across the university.

**Leadership:** The committee will be co-lead by the representatives of the Office of the Provost and the Vice President of Information Services. The designations of chair and vice chair shall be arrived at by consensus. The Chair and Vice Chair shall be jointly responsible for developing the agenda of the Committee. The Chair and Vice Chair are

responsible for submitting the annual membership of the Committee for approval by UCT at the first meeting of the academic year.

The committee will make its recommendations to the University Council on Technology.

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### **Charge for Standing Committee on Technology Infrastructure**

The Committee on Technology Infrastructure is charged with the broad campus-wide and multi-campus physical and software infrastructure supporting large populations of the university community. The committee shall work Information Services and in collaboration with the University community to develop and review planned and proposed implementation of networking and technology infrastructure and administrative computing systems serving both academic and administrative communities throughout the campuses of Kent State University. The committee shall:

1. Work with the Division of Information Services in the development and review of proposals for new network technologies, infrastructure and services. Identify priority areas for deployment of new services and technology investments and assess impact of changes.
2. Develop and regularly review a coherent vision for administrative computing at the University.
3. Propose and prioritize strategic initiatives in the area of administrative computing.
4. Review and advise on matters of technology standards.
5. Make recommendations on policies and procedures related to networking and technology infrastructure including strategic planning for major system upgrades.
6. Coordinate efforts at the University and departmental levels by disseminating information and recommendations.

**Membership:** Ex-officio members of the Committee shall include the Chief Technical Officer and the Director of Engineering and Operations and the Director of Administrative Computing for Information Services and either the chair or vice chair of UCT as designated by the UCT chair. In addition, membership of the Committee shall consist of at least four (4) members, two (2) of which shall be selected from UCT members with affiliations to the Division of Academic Affairs. Two (2) members shall be selected from the university community to best address the charge of the committee. An additional two (2) members may be added to the committee by the UCT chair, as needed, to provide additional expertise. Any number of non-voting consulting members may be added when such expertise and advise is deemed necessary by the committee.

**Leadership:** The Chief Technical Officer for Information Services will chair the Committee. A Vice chair shall be elected at the first meeting of the academic year from the members of the Committee with affiliation to the Division of Academic Affairs. The Chair and Vice Chair shall be jointly responsible for developing the agenda of the Committee. The Chair and Vice Chair are responsible for submitting the annual

membership of the Committee for approval by UCT at the first meeting of the academic year.

The committee will make its recommendations to the University Council on Technology.

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### **Charge for Standing Subcommittee on Security and Compliance**

There shall be, and continue as needed, a Security and Compliance subcommittee of the standing committee on Technology and Infrastructure. The subcommittee is charged with reviewing, developing and advising on matters of electronic information and data security as these pertain to protection of data integrity, privacy and security of university electronic communication and storage systems. Included in this charge are administrative and academic systems, including those used in individual offices and course delivery systems. In matters related to the charges of other standing committees, the committee will cooperate with them in areas of joint interest. The committee shall also work in collaboration with the University community to lead in the planning and implementation in matters of security and data access throughout the campuses of Kent State University. The committee shall:

1. Develop and regularly review a coherent vision for security, privacy, acceptable use and data access policies, procedures and technologies.
2. Propose and prioritize strategic initiatives in the area of security, privacy, acceptable use and data access.
3. Coordinate efforts at the University and departmental levels by disseminating information and recommendations.

**Membership:** Ex-officio members of the Committee shall include the Director of Security and Compliance and either the chair or vice chair of UCT as designated by the UCT chair. In addition, membership of the Committee shall consist of nine (9) members, two (2) of which shall be selected from UCT members with affiliations to the Division of Academic Affairs. The remaining membership shall be determined by the chair, in consultation with the chair of the UCT, to best address the charge of the committee.

**Leadership:** The Director of Security and Compliance will chair the Committee. A Vice chair shall be elected at the first meeting of the academic year from the members of the Committee with affiliation to the Division of Academic Affairs. The Chair and Vice Chair shall be jointly responsible for developing the agenda of the Committee. The Chair and Vice Chair are responsible for submitting the annual membership of the Committee for approval by UCT at the first meeting of the academic year.

The committee will make its recommendations to the University Council on Technology through the Committee on Information Technology Policy.