

MEMORANDUM

TO: Fort Wayne Senate

FROM: Marc Lipman, Chair
University Resources Policy Committee

DATE: 19 NOVEMBER 2013

SUBJ: Amendment to the Bylaws of the Fort Wayne Senate: Section 5.3.5.2,
Academic Computing and Information Technology Advisory Subcommittee

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, There have been changes on the structure of units administering information technology,

WHEREAS, The Academic Computing and Information Technology Advisory Subcommittee has requested changes in pertinent sections of the Bylaws reflecting those changes, and

WHEREAS, It is necessary and appropriate that the Academic Computing and Information Technology Advisory Subcommittee assume an active role in the development of plans for the use, support, and evaluation of academic computing resources,

BE IT RESOLVED that the Bylaws of the Fort Wayne Senate Bylaws Section 5.3.5.2 Academic Computing and Information Technology Advisory Subcommittee be amended as indicated below:

Old (Current) Language

5.3.5.2 Academic Computing and Information Technology Advisory Subcommittee

5.3.5.2.1 Membership. The Subcommittee shall have two ex-officio nonvoting members: the administrators (or their designees) of Information Technology Services (ITS) and Audio Visual Technology Services (AVTS). It shall have two ex officio, voting members: The Director of the Helmke Library and the Director of the Center for the Enhancement of Learning and Teaching (CELT). Other elected Voting Faculty members include: three from the School of Arts and Sciences (one each from Sciences, Social Sciences and Humanities), one from each of the other Schools/Divisions, and one from the Computer Sciences Department. The elected members shall be chosen for their staggered three-year terms by procedures adopted by their School/Divisions.

5.3.5.2.2 Duties The Subcommittee will carry out the following three responsibilities:

5.3.5.2.2.1 To advise the Senate, through the University Resources Policy Committee, on any and all matters which affect present and evolving information technology in support of the mission of the university.

5.3.5.2.2.2 To advise the Vice Chancellor for Academic Affairs and the Information Technology Policy Committee on the matters listed in the above paragraph.

5.3.5.2.2.3 To serve as a forum for discussion and as an advocate for acquisition and use of information technology for the university.

New (Proposed) Language

5.3.5.2 Academic Computing and Information Technology Advisory Subcommittee

5.3.5.2.1 *Membership.* The Subcommittee shall have two ex-officio nonvoting members: the administrators (or their designees) of Information Technology Services (ITS) and ~~Audio-Visual Technology Services (AVTS)~~ **Continuing Studies**. It shall have ~~two~~ **three** ex officio, voting members: The ~~Director~~ **Dean** of the Helmke Library, ~~and~~ the Director of the Center for the Enhancement of Learning and Teaching (CELT) **and The Vice Chancellor for Student Affairs (or his/her designee)** . Other elected Voting Faculty members include: three from the ~~School~~ **College** of Arts and Sciences (one each from Sciences, Social Sciences and Humanities), one from each of the other **Colleges/Schools/Divisions**, and one from the Computer Sciences Department. The elected members shall be chosen for their staggered three-year terms by procedures adopted by their **College/ School/Divisions**.

5.3.5.2.2 *Duties* The Subcommittee will carry out the following three responsibilities:

5.3.5.2.2.1 To advise the Senate, through the University Resources Policy Committee, on any and all matters which affect present and evolving information technology in support of the mission of the university.

5.3.5.2.2.2 To advise the Vice Chancellor for Academic Affairs and the Information Technology Policy Committee on the matters listed in the above paragraph.

5.3.5.2.2.3 To serve as a forum for discussion and as an advocate for acquisition and use of information technology for the university.

5.3.5.2.2.4 To develop plans for the use, support, and evaluation of academic computing resources.

Committee shall establish a Budgetary Affairs Subcommittee, an Academic Computing and Information Technology Advisory Subcommittee, and a Library Subcommittee, as described below.

5.3.5.1 Budgetary Affairs Subcommittee

5.3.5.1.1 *Membership.* The Subcommittee shall have eight members of the Voting Faculty, with no more than three from any one School. They shall be elected to staggered three-year terms by the Senate. The Subcommittee shall annually elect one of its members as chair. The Subcommittee may request the Chief Administrative Officer, the chief officers in charge of academic affairs, student affairs, finance, and advancement, or their representatives to meet with the Subcommittee for the purpose of discussion, data-gathering, or other activities pertinent to the duties of the Subcommittee.

5.3.5.1.2 *Duties.* The Subcommittee shall advise the administration and, through the University Resources Policy Committee, the Senate on budgetary policy matters pertaining to the needs of the campus. The Subcommittee should pay particular care to the ways the budget and the budgetary process can affect this institution's ability to carry out its mission to provide excellence in higher education for northeastern Indiana. The Subcommittee may offer commentary and make recommendations on the following:

5.3.5.1.2.1 Annual campus operating budgets and legislative budget requests. Additionally, the Subcommittee may consider requests for advice on financial matters which affect the work of other Senate committees.

5.3.5.1.2.2 Financial needs of new programs and of new facilities proposed for the campus

5.3.5.1.2.3 Undertaking of major fund-raising efforts for the campus.

5.3.5.2 Academic Computing and Information Technology Advisory Subcommittee

5.3.5.2.1 *Membership.* The Subcommittee shall have two ex-officio nonvoting members: the administrators (or their designees) of Information Technology Services (ITS) and Continuing Studies. It shall have three ex officio, voting members: The Dean of the Helmke Library, the Director of the Center for the Enhancement of Learning and Teaching (CELT) and The Vice Chancellor for Student Affairs (or his/her designee). Other elected Voting Faculty members include: three from the College of Arts and Sciences (one each from Sciences, Social Sciences and Humanities), one from each of the other Colleges/Schools/Divisions, and one from the Computer Sciences Department. The elected members shall be chosen for their staggered three-year terms by procedures adopted by their College/School/Divisions.

5.3.5.2.2 *Duties.* The Subcommittee will carry out the following three responsibilities:

5.3.5.2.2.1 To advise the Senate, through the University

Resources Policy Committee, on any and all matters which affect present and evolving information technology in support of the mission of the university.

5.3.5.2.2.2 To advise the Vice Chancellor for Academic Affairs and the Information Technology Policy Committee on the matters listed in the above paragraph

5.3.5.2.2.3 To serve as a forum for discussion and as an advocate for acquisition and use of information technology for the university.

5.3.5.2.2.4 To develop plans for the use, support, and evaluation of academic computing resources.

5.3.5.3 ***Library Subcommittee***

5.3.5.3.1 *Membership.* The Subcommittee membership shall comprise the chief administrator in charge of the library and eight members of the Voting Faculty, with no more than three from any one School. They shall be elected to staggered three-year terms by the Senate and shall annually elect one of their elective members as chair.

5.3.5.3.2 *Duties.* The Subcommittee shall advise the Senate, through the University Resources Policy Committee, concerning policies and procedures for library collections, facilities, and operations.

5.3.5.4 ***University Advancement Advisory Subcommittee***

5.3.5.4.1 *Membership.* The Subcommittee membership shall comprise the 10 Faculty & 4 Ex Officio Members (Vice Chancellor of Advancement; Director of Alumni Relations; Executive Director of Marketing Communications, Director of Advancement Services).

5.3.5.4.2 *Duties.* The Subcommittee will carry out the following four responsibilities:

5.3.5.4.2.1 To advise the Senate, through the University Resources Policy Committee, on any and all matters that affect advancement

5.3.5.4.2.2 To advise the Vice Chancellor for Advancement on matters of advancement

5.3.5.4.2.3 To serve as a forum for discussion about advancement issues general

5.3.5.4.2.4 To consult on plans for all areas of advancement

5.4. Ad Hoc Committees

5.4.1 The Senate may create ad hoc committees and appoint the members thereof according to the provisions in *Robert's Rules of Order* except that no ad hoc committee can continue beyond a year's duration from the date of its creation unless the Senate adopts a motion specifically directing it to do so. No continuation shall be longer than a year, but with Senate approval may be renewed.

6.0 OTHER COMMITTEES