

INFORMATION COMMUNICATIONS TECHNOLOGY COMMITTEE (ICT)

Terms of Reference

Authority

The Information Communications Technology Committee operates through the authority of and reports to the President through the IT director. Recommendations from the committee are submitted to Information Technology Director through the chairperson, then on to the President for action.

Purpose

The Information Communications Technology Committee advises the President on matters relating to technology issues for the college.

Membership

The members of the Information Communications Technology Committee are selected at the beginning of each academic year and must include;

- At least one faculty representative from each state campus;
- At least one faculty representative from the National Campus;
- At least one staff representative from the National Campus;
- At least one staff representative from each state campus;
- At least one Student Body Association representative; and
- The IT Director, who are Ex-Officio member.

Staff from the Information Technology Office provides administrative and technical assistance to the committee when possible.

Organization

Chairperson - The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

Vice chairperson - The responsibilities of the vice-chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

Secretary - The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

Meetings and Voting

Meetings are held monthly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

Responsibilities

The responsibilities of the Information Communications Technology Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee;
- Advice on request for usage of technology fee funds;
- Develop and maintain the technology plan for the COM-FSM system;
- Coordinate information and communications technology provisions throughout the College to maximize its effectiveness;
- Recommend career development and training needs of ICT support personnel
- Recommend the information communications technology resources required to implement the Colleges strategic plan; and
- Review and recommend a preferred vendor list for technology purchases for the
- College.
- Review assessments/evaluations of information technology services and make recommendations.
- Regularly prepare for and attend committee meetings.
- Actively participate in meetings.
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

Communications & Distribution of Information

Agenda items may be submitted to the chairperson by other members, other committees, or the administration. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes, which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Information Technology office then distributes the official minutes to all committee members. The Information Technology office maintains a file on official Information Communications Technology Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the Information technology director. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

Representation by Proxy

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member. When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

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