1. Call to Order

2. Approval of the October 5, 2017 Senate Minutes (Action)

3. Report of the Chair

4. Special Order of the Day
    Wallace D. Loh
    President of the University of Maryland
    2017 State of the Campus Address

5. University IT Council Bylaws (Senate Document #16-17-31) (Action)

6. New Business

7. Adjournment

CALL TO ORDER

Senate Chair Falvey called the meeting to order at 3:18 p.m.

APPROVAL OF THE SEPTEMBER 6, 2017 SENATE MINUTES (ACTION)

Chair Falvey asked for additions or corrections to the minutes of the September 6, 2017, meeting; hearing none, he declared the minutes approved as distributed.

REPORT OF THE CHAIR

Board of Regents Staff Awards
Falvey announced that the Staff Affairs Committee is currently accepting nominations for the prestigious Board of Regents' Staff Awards. These annual awards are the highest System-wide recognition of the exceptional work done by staff members across the University System of Maryland. Awardees receive a $2,000 stipend and formal recognition by the Board of Regents and the University Senate. Falvey noted that exempt and non-exempt staff who have been with the University for at least five years are eligible to be nominated in one of five categories: Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs; Outstanding Service to Students in an Academic or Residential Environment Extraordinary Public Service to the University or Greater Community; Effectiveness and Efficiency (savings of at least $10,000 in an academic or administrative context); or Inclusion, Multiculturalism, and Social Justice. Falvey stated that there are coaches available to help nominators gather the necessary materials, and any member of the university community, including students, can nominate an eligible staff member. Nomination packages must be submitted to the Senate Office by Friday, November 17th. Detailed instructions can be found on the Senate website.

Nominations Committee
Falvey stated that outgoing senators, with a term ending in April 2018, should have received a message from the Senate Office requesting volunteers to serve on the Nominations Committee. This important committee is charged with soliciting nominations from the membership of the Senate for the Executive Committee, Chair-Elect, the Committee on Committees, and other University-wide committees and councils whose members will be elected at the annual transition of the Senate in May. The committee serves a very important purpose, yet meets only a few times during the period of late-January through March. The Senate relies on the good judgment of the members of the Nominations Committee to present candidates that reflect the quality and diversity of our campus community. Falvey encouraged any outgoing senators to consider serving on this important committee. Those interested can send the form included in the email. The Senate will vote on the Nominations Committee slate at its December meeting.

Next Meeting
Falvey noted that the next Senate meeting would be held on Wednesday, November 1, 2017. President Loh will present his annual State of the Campus Address. This meeting will be held in the Colony Ballroom of the Union to accommodate the larger audience that is anticipated.

Ken Holum

Falvey informed Senators that the Senate's Parliamentarian, Ken Holum, passed away on September 21, 2017. Falvey noted that Holum was an avid supporter of shared governance who served the Senate in various leadership positions including as the Senate Chair in 2008-2009 and as our Parliamentarian since 2013. He stated that Holum was wise, kind, and possessed a steady hand that those who worked with him had come to rely on. Falvey stated that Holum would be missed and remembered fondly. Falvey recognized Senator Marvin Breslow who made a motion for a resolution in honor of Holum's service to the Senate.

Resolution to Honor the Late Professor Emeritus Kenneth G. Holum

WHEREAS, Kenneth G. Holum, University Senate Parliamentarian and Professor Emeritus at the University of Maryland, College Park, died on the morning of September 20, 2017; and

WHEREAS, Professor Holum served the University Senate in numerous ways since 2001, serving as University Senate Chair in 2008-2009 and assuming the role of Senate Parliamentarian in 2013; and

WHEREAS, Professor Holum, after obtaining his doctorate in history at the University of Chicago in 1973, joined the Department of History at the University of Maryland, serving as a professor of late antiquity until his retirement in 2014, at which time he was awarded emeritus status; and

WHEREAS, Professor Holum is widely recognized as a major figure in the field of Mediterranean archaeology, having authored numerous scholarly publications, received three fellowships at Harvard University's Center for Byzantine Studies at Dumbarton Oaks, and having served as a Senior Fellow at the Albright Institute in Jerusalem; and

WHEREAS, Professor Holum directed the University of Maryland's excavations at the ancient city of Caesarea in Israel for many years, providing hands-on opportunities for University of Maryland students and researchers to contribute to the field of historical archaeology; and

WHEREAS, Professor Holum actively contributed to the University community as a dedicated teacher and mentor, and held numerous leadership roles in the History department, including Director of Graduate Studies as well as Director of Undergraduate Studies; and

WHEREAS, Professor Holum leaves behind a legacy as a brilliant scholar, dedicated teacher and mentor, and strong advocate for shared governance who exemplified this University's mission to provide excellence in teaching, research, and service.

Be it resolved that the University Senate,

1.) Expresses its sincere condolences to Professor Holum's family, including his wife and our colleague, Marsha Rozenblit, Professor of Modern Jewish History in the Department of History; his children, Kate and Mark; the many members of his extended family; and the countless friends, colleagues, and students who mourn his passing and cherish his memory; and

2.) Duly records its appreciation to Professor Holum for his enduring contributions to his profession, to this University, and to this governing body.

The motion was seconded. **The Senate supported the resolution.**

Falvey noted that Holum would have really appreciated the honor. On behalf of the Senate, Falvey expressed his deepest condolences to Holum's wife and fellow colleague, Marsha Rozenblit, Holum's entire family, and his colleagues.

PCC PROPOSAL TO ESTABLISH A POST-BACCALAUREATE CERTIFICATE IN FINANCIAL RISK MANAGEMENT (SENATE DOCUMENT #17-18-09) (ACTION)

Dylan Roby, Chair of the PCC Committee, presented the PCC Proposal to Establish a Post-Baccalaureate Certificate in Financial Risk Management (Senate Document #17-18-09) and provided background information on the proposal.

Falvey opened the floor to discussion of the proposal; hearing none, he called for a vote on the proposal. The result was 106 in favor, 1 opposed, and 6 abstentions. **The motion to approve the proposal passed.**

PCC PROPOSAL TO ESTABLISH A POST-BACCALAUREATE CERTIFICATE IN LEADING AND MANAGING HEALTHCARE TRANSFORMATION (SENATE DOCUMENT #17-18-10) (ACTION)

Dylan Roby, Chair of the PCC Committee, presented the PCC Proposal to Establish a Post-Baccalaureate Certificate in Leading and Managing Healthcare Transformation (Senate Document #17-18-10) and provided background information on the proposal.

Falvey opened the floor to discussion of the proposal; hearing none, he called for a vote on the proposal. The result was 110 in favor, 4 opposed, and 5 abstentions. **The motion to approve the proposal passed.**

SPECIAL ORDER OF THE DAY

Marcio A. Oliveira, Assistant Vice President, Division of Information Technology (DivIT)
Web Accessibility Policy

Marcio Oliveira, Assistant Vice President, Division of Information Technology provided a brief overview of the background and supporting rationale for the interim University of Maryland Web Accessibility Policy.

Oliveira stated that the University is committed to creating and maintaining a welcoming and inclusive educational and working environment for people of all abilities. This commitment includes ensuring equal access to information and services for all its constituencies by complying with sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

Oliveira noted that the University would ensure that all web pages used to conduct university business or academic activities must conform to the Web Consortium Accessibility Guidelines (WCAG) 2.0 level AA by December 2020. He stated that units are required to establish priorities and timetables for updating their web pages; and add the words "Web Accessibility" in the footer or any visible location of each website linked to a common institutional web page: https://www.umd.edu/web-accessibility by December 12,

2017. Oliveira stated that remediation is the responsibility of the university administrative, academic, and programmatic unit that owns and controls the web page and its content.

Falvey opened the floor to discussion.

Senator Cleaveland, faculty, College of Computer, Mathematical, and Natural Sciences (CMNS), asked if DivIT would provide resources so units could comply with the policy and asked if existing third-party tools such as Canvas already complied.
Oliveira responded that DivIT was working with the developers and providing resources to meet the requirements. At this point, our existing platforms do comply but he noted that they are also working with Procurement on future purchases to ensure continued compliance.

Senator Levermore, faculty, College of Computer, Mathematical, and Natural Sciences (CMNS), asked for clarification on whether the requirement was to update webpages or the design of those pages. He also noted that webpage updates happen frequently. He inquired whether there were timetables in place for the process.
Oliveira responded that the design and the content of any website that is publicly available must meet the requirements. He stated that units should develop a plan to ensure compliance including general timelines.
Levermore suggested that establishing priorities would be more effective than timetables.

Senator Kahn, faculty, College of Computer, Mathematical, and Natural Sciences (CMNS), stated that he has a website that has evolved over the last 20 years. He asked how faculty and units would be able to identify the elements within their websites that do not comply with the requirements. He also noted that this effort would be a large unfunded mandate.
Oliveira responded that DivIT had procured a tool to scan the University's webpages to see where the errors are so that suggestions on how to fix them could be provided. Those who administer websites will have access to this tool to scan their pages but DivIT can provide that support if there is no administrator for the website. He also noted that they realize that it is not a simple task that will require a collaborative approach. DivIT is assessing how best to provide resources and support to units in order to meet the requirements.

Senator Ming, exempt staff, Division of Student Affairs, stated that DivIT should provide support for units and ensure that people have access to the tool for evaluating errors but also know how to use it. He also noted that DivIT should emphasize the impact to the University if we do not comply with the requirements so that members of the campus community have a sense of why this effort is taking place.
Oliveira stated that DivIT will have an event to introduce the evaluation tool and will disseminate information on how to use the tool. They will also collect input from those affected on how to provide the resources and support that they need.

Senator Zimerman, undergraduate student, A. James Clark School of Engineering, asked why the University would need to go to such an effort when other websites like Facebook do not comply.
Oliveira responded that the University is required to comply with existing law. He also noted that this issue affects all Universities and requires a nation-wide effort.

Seeing no further discussion Falvey thanked Oliviera for his presentation and noted that the IT Council would consider any feedback and then bring the final policy back to the Senate for approval later this year.

SPECIAL ORDER OF THE DAY

Warren Kelley, Co-Chair, Joint President/Senate Inclusion & Respect Task Force
Overview of Task Force Charge & Process

Warren Kelley, Co-Chair of the Joint President/Senate Inclusion & Respect Task Force provided a brief overview of the task force's charge and its review process moving forward.

Kelley noted the membership of the task force including the other co-chairs, Ja'Nya Banks, Undergrad-EDUC, SGA, and Lucy Dalglish, Dean of the College of Journalism. He stated that detailed information about the task force's membership, meetings, agendas, opportunities for community engagement can all be found at: **http://www.go.umd.edu/inclusion-respect**. He also noted that task force meetings would be open and meetings in which public comment will be welcome would be noted on the meeting agendas.

Kelley noted that the task force had broken up into five working groups to address the major elements of the charge. He described each working group: Free Speech/Hate Speech; Policies & Procedures; Prevention & Education; Climate; and Hate/Bias Response. Kelley explained that the task force planned to collect feedback from the campus community through open forums, targeted sessions with a variety of groups, and the Senate. The working groups will collect input, review peer institution research, any relevant research, and report to full task force.

Kelley noted that the task force would evaluate reports from the working groups and develop preliminary recommendations; get feedback on those recommendations from the campus community and the University Senate; and present its final recommendations to the Senate in April 2018.

Falvey opened the floor to discussion.

Senator Seraj, graduate student, College of Computer, Mathematical, and Natural Sciences (CMNS), applauded the task force for taking on the work and inquired whether members of the task force would be communicating with the University of Maryland Police Department (UMPD) in differentiating between free speech and hate speech. She stated that students are frustrated with the lack of consequences after free speech/hate speech incidents.
Kelley also added the distinction between speech or forms of expression in which we believe that there is some basis to take some remedy or action related to the incident and crimes that the UMPD are involved. He noted that when there is a crime, there is a thorough protocol in place that involves UMPD in that review process. They have a very thorough process of investigation and follow up as it relates to the investigation, which could result in a criminal charge or referral to our Office of Student Conduct. Outside the territory of a crime, we need to consider conduct that we believe to be something that we can take action on through due process as identified through student conduct or human resources. Kelley also noted that there is a member of UMPD that is serving on the task force.

Senator Guerrero, faculty, College of Arts & Humanities, stated that this is a worthwhile initiative but noted that announcements about open forums should go out a week or two ahead of time. She also stated that the two-minute time limit was not enough time to provide feedback. She suggested that the task force consider a different format that allows for longer feedback.
Kelley acknowledged the concerns and stated that it was difficult to communicate with the campus community broadly. However, we are working on ways to communicate information about the task force's work and future meetings and working with specific groups to communicate information through their constituency groups. Kelley stated that the two-minute time limit was used to allow as many people as possible an opportunity to provide feedback, however, we do want to ensure that people have ample

opportunity to provide feedback. He also asked for help in identifying specific groups or environments that the task force should engage with in a more intimate environment.

Senator Priola, faculty, College of Agriculture & Natural Resources, stated that there was not enough emphasis on free speech at the University. He gave examples of a movie being blocked and censored, traffic being blocked, and a lecturer being prevented from coming to campus. Priola stated that the University seems to be a hostile environment towards people who have a different view other than the UMD orthodox view. He referenced an article in *Between the Columns* that included a viewpoint that "if you don't examine your racial privilege, than you are supporting and upholding racism". He found the statement to be chilling to those who might disagree with that perspective. We need to have a discussion on the priority of free speech over speech that people do not agree with.

Seeing no further discussion, Falvey thanked Kelley for his presentation. He noted that the task force would come to a Senate meeting later in the year to provide an update about its progress and to present its final recommendations to the Senate at the end of April. Falvey encouraged Senators to reach out to the task force or submit their thoughts through the online form on the Senate website.

NEW BUSINESS

Falvey noted that the School of Architecture, Planning, and Preservation was celebrating its 50th Anniversary on October 7, 2017. The School is holding a series of events to celebrate including a kick-off event on October 7th, a Research Symposium on April 13th, and an Anniversary Gala on April 14th. The Senate recognized Dean Hirt and the members of the School of Architecture for their accomplishments over the last 50 years.

ADJOURNMENT

The meeting was adjourned at 4:03 p.m.

University IT Council Bylaws

PRESENTED BY	Marc Pound, Chair
REVIEW DATES	SEC – October 18, 2017	SENATE – November 1, 2017
VOTING METHOD	In a single vote
RELEVANT POLICY/DOCUMENT	University Senate Bylaws
NECESSARY APPROVALS	Senate, President

ISSUE

In spring 2017, the University IT Council created bylaws to organize its operations, as required by the Bylaws of the University Senate; it submitted them to the Senate Executive Committee (SEC) for review and inclusion as an appendix of the Senate Bylaws. The SEC subsequently received a proposal asking that a non-voting ex-officio representative of the Provost's Office be added to the membership of the IT Council. In May 2017, the SEC voted to charge the Senate Elections, Representation, & Governance (ERG) Committee with reviewing the IT Council Bylaws, considering whether the membership of the IT Council should be revised, and determining whether any changes to the Senate Bylaws were necessary. The IT Council then decided that an additional non-voting ex-officio representative from the Information Technology Advisory Committee would provide valuable perspective. The IT Council also requested that its User Experience Working Group be dissolved, and that its Information Technology Security Advisory Committee be converted into an official Working Group. In September, the SEC requested that the ERG Committee consider these additional changes in an addendum to its original charge.

RECOMMENDATIONS

The ERG Committee recommends that the Bylaws of the University Senate be amended to adjust the membership and structure of the IT Council as indicated below and in the revised Bylaws immediately following this report (new text in blue/bold, removed text in red and struck through).

8.3   University IT Council:

    8.3.a   Charge: The IT Council shall advise and report on policy issues concerning the Division of I**nformation T**e**chnology** to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, **and as articulated in the Bylaws of the University IT Council (see Appendix 3),** the IT Council shall:

        1)   Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the **Campus** Student Technology

Advisory Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.

2) Advise on the Division~~'s~~ **of Information Technology's** budget, material resources, personnel, staffing and human resources, **and** administrative policies and practices~~, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate~~.

3) ~~Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.~~ **Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community**.

4) **Advise on IT planning, including strategic and other major planning for information technology operation and development.**

5) **Advise on policy recommendations related to campus technology facilities, equipment, software, and services.**

8.3.b Membership: The IT Council shall consist of **up to thirteen appointed members, and additional non-voting ex-officio members. The appointed members shall be:** ~~a~~ **the** ~~C~~**c**hair ~~(1)~~**,** ~~the chairs of the five (5) IT Council Working Groups, the chair of the IT Security Advisory Committee, and the following members already serving on an IT Council Working Group:~~ one ~~(1) exempt~~ staff member, one ~~(1)~~ undergraduate student, one ~~(1)~~ graduate student, one ~~(1)~~ professional track faculty member, one ~~(1)~~ tenured faculty member**, and the chairs of the IT Council Working Groups. The non-voting ex-officio members shall include** ~~The Vice President and CIO, or a designee, and~~ a representative from the University Libraries~~,~~ **; a representative from the Office of the Provost; a representative from the Information Technology Advisory Committee; and the**~~shall serve as non-voting ex officio members~~ **Vice President for Information Technology and CIO**. Additional non-voting ex-officio members may be appointed as needed, by agreement between the **Vice President for Information Technology and** CIO and the Senate Executive Committee.

8.3.c The ~~C~~**c**hair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The ~~C~~**c**hair will serve a three-year term. ~~The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.~~

8.3.d Working Groups: The IT Council ~~shall~~ **may** create ~~five standing~~ **up to seven** Working Groups. These groups should carry out research and make recommendations on IT issues, and ~~shall each~~ work with the appropriate Division of Information Technology staff member appointed by the **Vice President for Information Technology and** CIO. **The specific responsibilities of each Working Group shall be described in the Bylaws of the University IT Council.** The chair of each Working Group shall be appointed by the **Vice President for Information Technology and** CIO **and the Senate** and shall serve a two-year term. ~~The five Working Groups shall be:~~

1) ~~Learning @ Technology, which focuses on IT portfolio related decisions regarding technology for classroom support, learning support, and scholarly enablement;~~
2) ~~Enabling Research, which focuses on IT portfolio related decisions regarding tools that~~

support research, such as collaboration tools, data storage and access, and other research computing initiatives;

3)   Infrastructure, which focuses on IT portfolio related decisions regarding physical hardware and investments needed to support University IT service offerings;

4)   Enterprise Systems, which focuses on IT portfolio related decisions regarding enterprise administrative software and systems used by faculty, staff, and students on a daily basis; and

5)   User Experience, which focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.

8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President **for Information Technology** and CIO ~~of the Division of Information Technology~~ and to the University Senate **under the terms of responsibility defined in Article 7.4 of these Bylaws**.

COMMITTEE WORK

The ERG Committee reviewed past Senate legislation concerning the IT Council and the guidelines for University Councils set forth in Article 7 of the Senate Bylaws. At its October meeting, it consulted with the interim Vice President for Information Technology and Chief Information Officer, who explained the rationale behind the additional ex-officio members identified in the IT Council's request. The committee agreed that a representative of the Provost and a representative from the Information Technology Advisory Committee would enhance the work of the council. It also carefully considered the proposed changes to the IT Council structure. Much of the council's activities involve its Working Groups, each of which is dedicated to an aspect of the Division of Information Technology's mission. The ERG Committee agreed the revised Working Group structure would strengthen the council, though members discussed whether changes to the number and nature of IT Council Working Groups should require approval by the Senate and the President. The committee decided to recommend striking the list of Working Groups from the Senate Bylaws and leaving their delineation to the IT Council Bylaws. This would provide the IT Council the flexibility to adjust the number and nature of its Working Groups as needs change while preserving the Senate's oversight role, given changes to University Council bylaws are reviewed and approved by the ERG Committee, rather than the full Senate. The committee also recommended additional changes to the Senate Bylaws to reflect the new membership of the IT Council and clarify its responsibilities. The ERG Committee voted to approve revisions to the Senate Bylaws in an email vote concluding on October 10, 2017.

ALTERNATIVES

The Senate could choose not to approve the revised IT Council membership and structure. However, it would lose an opportunity to streamline and enhance the IT Council's activities.

RISKS

There are no associated risks to the University.

FINANCIAL IMPLICATIONS

There are no financial implications.

University IT Council Bylaws

2017-2018 Committee Members

Marc Pound (Chair)
Guy Aldridge (Graduate Student)
Jonathan Allen (Undergraduate Student)
Sabrina Baron (Faculty)
Pamela Callahan (Graduate Student)
Kathleen Denz (Ex Officio IRPA Rep)
Leigh Ann DePope (Faculty)
Brynn Drury (Undergraduate Student)
Toby Egan (Faculty)

Bill Hankel (Ex Officio UHR Rep)
Wendell Hill (Faculty)
Elizabeth McClure (Faculty)
Raymond Nardella (Faculty)
Anne Raugh (Faculty)
Miloyka Wilson (Non-Exempt Staff)

Date of Submission
October 2017

BACKGROUND

The University's Plan of Organization for Shared Governance and the Bylaws of the University Senate establish and describe the duties of University Councils, which are jointly sponsored by the University Senate and the Office of the President or Provost. University Councils serve in an advisory role to specific members of the Administration (i.e., vice president or dean) and are established to exercise an integrated advisory role over specified campus units and their associated activities. University Councils are responsible for creating their own bylaws to structure their operations and establish specific areas of responsibility.

The University IT Council advises on various issues concerning the Division of Information Technology, reporting to the Vice President for Information Technology and Chief Information Officer (VP-CIO) and the University Senate. In spring 2017, the IT Council completed work on its bylaws and submitted them to the Senate Executive Committee (SEC). The SEC subsequently received a proposal asking that a non-voting ex-officio representative of the Provost's Office be added to the membership of the IT Council. In May, the SEC voted to charge the Senate Elections, Representation, & Governance (ERG) Committee with reviewing the IT Council Bylaws and incorporating them as an appendix of the Senate Bylaws, considering whether any additional changes to the Senate Bylaws were necessary, and evaluating the proposal to add a Provost's representative to the committee (Appendix 5). The IT Council then decided that an additional non-voting ex-officio representative from the Information Technology Advisory Committee, a student group tasked with making recommendations to the VP-CIO related to student technology access and considering the amount and use of the Student Technology Fee, would provide valuable perspective. The IT Council also requested that its User Experience Working Group be dissolved, and that the Information Technology Security Advisory Committee (ITSAC) be converted into an official Working Group. In September, the SEC requested that the ERG Committee consider these additional changes in an addendum to its original charge (Appendix 6).

CURRENT PRACTICE

In fall 2004, the VP-CIO created an "IT Council," intended as a forum for deans and the University vice presidents to discuss significant IT issues facing the campus. It subsequently became a body that included various constituent representatives in addition to the vice presidents. While its

membership has evolved over the years, the council's primary purpose has been consistent: to serve as an advisory body that assists the Division of Information Technology in its efforts to become a leader in information technology among public universities.

After the creation of an IT Strategic Plan in 2013, the IT Council was incorporated into Article 8 of the University Bylaws (Appendix 1). In order to carry out the governance principles in the IT Strategic Plan, the structure of the IT Council was revised at that time to include four Working Groups. These Working Groups—Learning @ Technology, Enabling Research, Infrastructure, and Enterprise Systems—are each dedicated to a particular aspect of the Division of Information Technology's mission. The IT Council itself provides oversight of the Working Groups, and the chairs of the Working Groups are members of the council. The membership of the IT Council was also revised, as the vice presidents were removed and the chairs of the Working Groups added. In 2015, an additional Working Group devoted to assessing the user experience was created. This User Experience Working Group focuses on accessibility issues and the nature and quality of the user experience for various campus IT consumers.

In 2015, the ERG Committee considered making the ITSAC a Working Group of the council. This committee focuses on protecting the data and privacy of the University and its users, and planning for possible disaster scenarios. The ERG Committee ultimately determined that the body would function more effectively as a committee capable of advising the other Working Groups. The ERG Committee did make the chair of the ITSAC a non-voting ex-officio member of the IT Council (Appendix 2). Later in 2015, a non-voting ex-officio representative from the University Libraries was also added to the council's membership (Appendix 3).

COMMITTEE WORK

The ERG Committee began its work on the charge at its meeting in August 2017. It reviewed previous Senate legislation involving the IT Council and examined the council's membership since its creation in 2004 (Appendix 4). At its meeting in September, the committee spoke with the interim VP-CIO, who provided valuable insights into the activities of the IT Council and its relationship to the Senate and the campus community. The committee also consulted with a representative of the Provost during its review.

The committee learned that the User Experience Working Group created in 2015 spent much of its time looking at issues surrounding web accessibility, and has never really functioned as it was designed to do. The intended mission of the User Experience Working Group has since become an integral part of the focus of the remaining Working Groups, nearly all of which carefully consider user experience. Given this, the VP-CIO indicated there is no longer any need for a separate body. The charge addendum also asks that the ITSAC be converted from an advisory committee to a Working Group, since security concerns are, and will continue to be, significant enough to merit the attention of a dedicated Working Group. In addition to recognizing that the ITSAC has been functioning as a de facto Working Group for several years, the change will allow for more streamlined bylaws by eliminating the need for an additional section devoted to the ITSAC that would largely reiterate material in the section on Working Groups.

The ERG Committee considered adding a non-voting ex-officio representative from the Information Technology Advisory Committee to the membership of the IT Council. This committee considers important issues involving student access to technology across campus, reviews proposals requesting funding through the Student Technology Fee, and considers changes in the amount of the fee itself. Adding a representative from this committee to the IT Council would strengthen the

relationship between the two bodies and better coordinate their efforts. The VP-CIO expressed his strong support for the addition of this representative, as well as a representative from the Provost's Office. Since the Provost has a role as a vice president, the Provost had been a member of the council for most of its history, and had even chaired the council for a time. The Provost brings a campus-wide perspective that will be valuable when the council considers projects that impact the academic and research missions of the University. The committee voted to approve the addition of non-voting ex-officio representatives from the Information Technology Advisory Committee and the Provost. The ERG Committee also agreed that the important role of the ITSAC could better be fulfilled if it were a Working Group.

The committee discussed whether changes to the number and nature of IT Council Working Groups should require approval by the Senate and the President. At present, the Senate Bylaws list and describe the IT Council Working Groups in Article 8.3, meaning the Senate Bylaws must be amended each time the IT Council wants to adjust its Working Group structure. The committee considered at length the merits of this approval process. While Senate oversight of the overall activities of the IT Council is necessary and appropriate, the committee felt that the details of how the council chooses to distribute its workload among what are essentially its own committees was better left to the discretion of the council. Of all the University Councils, the IT Council in particular must be agile enough to respond to the rapid pace of changes in the security environment, in hardware demands, and in enterprise systems. The committee therefore recommended striking the list of Working Groups from the Senate Bylaws and leaving their delineation to the IT Council Bylaws. This would allow the IT Council to have the flexibility to adjust the number and nature of the Working Groups as needs change while preserving the Senate's oversight role, given changes to University Council bylaws are reviewed and approved by the ERG Committee, rather than the full Senate. The committee recommended an additional provision in the IT Council Bylaws clarifying that any amendments to its bylaws must be forwarded to the Senate for review; the IT Council accepted this change.

Article 7.5.a of the Senate Bylaws indicates that University Councils will have a membership of between nine and thirteen regular members. Given Working Group chairs are regular members of the IT Council, the total membership of the council will change if the number of Working Groups is adjusted. To accommodate such fluctuations, the ERG committee recommended that Article 8.3.b of the Senate Bylaws be revised to establish an upper limit of thirteen, rather than a specific membership. It also recommended that Article 8.3.d be revised to limit the total number of Working Groups to seven, thus ensuring the overall council membership does not exceed thirteen. It also recommended that the staff member of the IT Council be open to both exempt and non-exempt employees.

The ERG Committee voted to approve revisions to the Senate Bylaws in an email vote concluding on October 10, 2017.

RECOMMENDATIONS

The ERG Committee recommends that the Bylaws of the University Senate be amended to adjust the membership and structure of the IT Council as indicated below and in the revised Bylaws immediately following this report (new text in blue/bold, removed text in red and struck through).

8.3   University IT Council:

8.3.a   Charge: The IT Council shall advise and report on policy issues concerning the Division of **Information Technology** to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, **and as articulated in the Bylaws of the University IT Council (see Appendix 3),** the IT Council shall:

1)   Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the **Campus** Student Technology **Advisory** Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.

2)   Advise on the Division~~'s~~ **of Information Technology's** budget, material resources, personnel, staffing and human resources, **and** administrative policies and practices~~, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate~~.

3)   ~~Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.~~ **Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community**.

4)   **Advise on IT planning, including strategic and other major planning for information technology operation and development.**

5)   **Advise on policy recommendations related to campus technology facilities, equipment, software, and services.**

8.3.b   Membership: The IT Council shall consist of **up to thirteen appointed members, and additional non-voting ex-officio members. The appointed members shall be:** ~~a~~ **the** ~~C~~**c**hair ~~(1)~~**,** ~~the chairs of the five (5) IT Council Working Groups, the chair of the IT Security Advisory Committee, and the following members already serving on an IT Council Working Group:~~ one ~~(1) exempt~~ staff member, one ~~(1)~~ undergraduate student, one ~~(1)~~ graduate student, one ~~(1)~~ professional track faculty member, one ~~(1)~~ tenured faculty member**, and the chairs of the IT Council Working Groups. The non-voting ex-officio members shall include** ~~The Vice President and CIO, or a designee, and~~ a representative from the University Libraries~~,~~**; a representative from the Office of the Provost; a representative from the Information Technology Advisory Committee; and the**~~shall serve as non-voting ex officio members~~ **Vice President for Information Technology and CIO**. Additional non-voting ex-officio members may be appointed as needed, by agreement between the **Vice President for Information Technology and** CIO and the Senate Executive Committee.

8.3.c   The ~~C~~**c**hair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The ~~C~~**c**hair will serve a three-year term. ~~The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.~~

8.3.d   Working Groups: The IT Council ~~shall~~ **may** create ~~five standing~~ **up to seven** Working Groups. These groups should carry out research and make recommendations on IT

issues, and ~~shall each~~ work with the appropriate Division of Information Technology staff member appointed by the **Vice President for Information Technology and** CIO. **The specific responsibilities of each Working Group shall be described in the Bylaws of the University IT Council.** The chair of each Working Group shall be appointed by the **Vice President for Information Technology and** CIO **and the Senate** and shall serve a two-year term. ~~The five Working Groups shall be:~~

1) ~~Learning @ Technology, which focuses on IT portfolio related decisions regarding technology for classroom support, learning support, and scholarly enablement;~~
2) ~~Enabling Research, which focuses on IT portfolio related decisions regarding tools that support research, such as collaboration tools, data storage and access, and other research computing initiatives;~~
3) ~~Infrastructure, which focuses on IT portfolio related decisions regarding physical hardware and investments needed to support University IT service offerings;~~
4) ~~Enterprise Systems, which focuses on IT portfolio related decisions regarding enterprise administrative software and systems used by faculty, staff, and students on a daily basis; and~~
5) ~~User Experience, which focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.~~

8.3.e   Reporting Responsibilities: The IT Council shall report to the Vice President **for Information Technology** and CIO ~~of the Division of Information Technology~~ and to the University Senate **under the terms of responsibility defined in Article 7.4 of these Bylaws**.
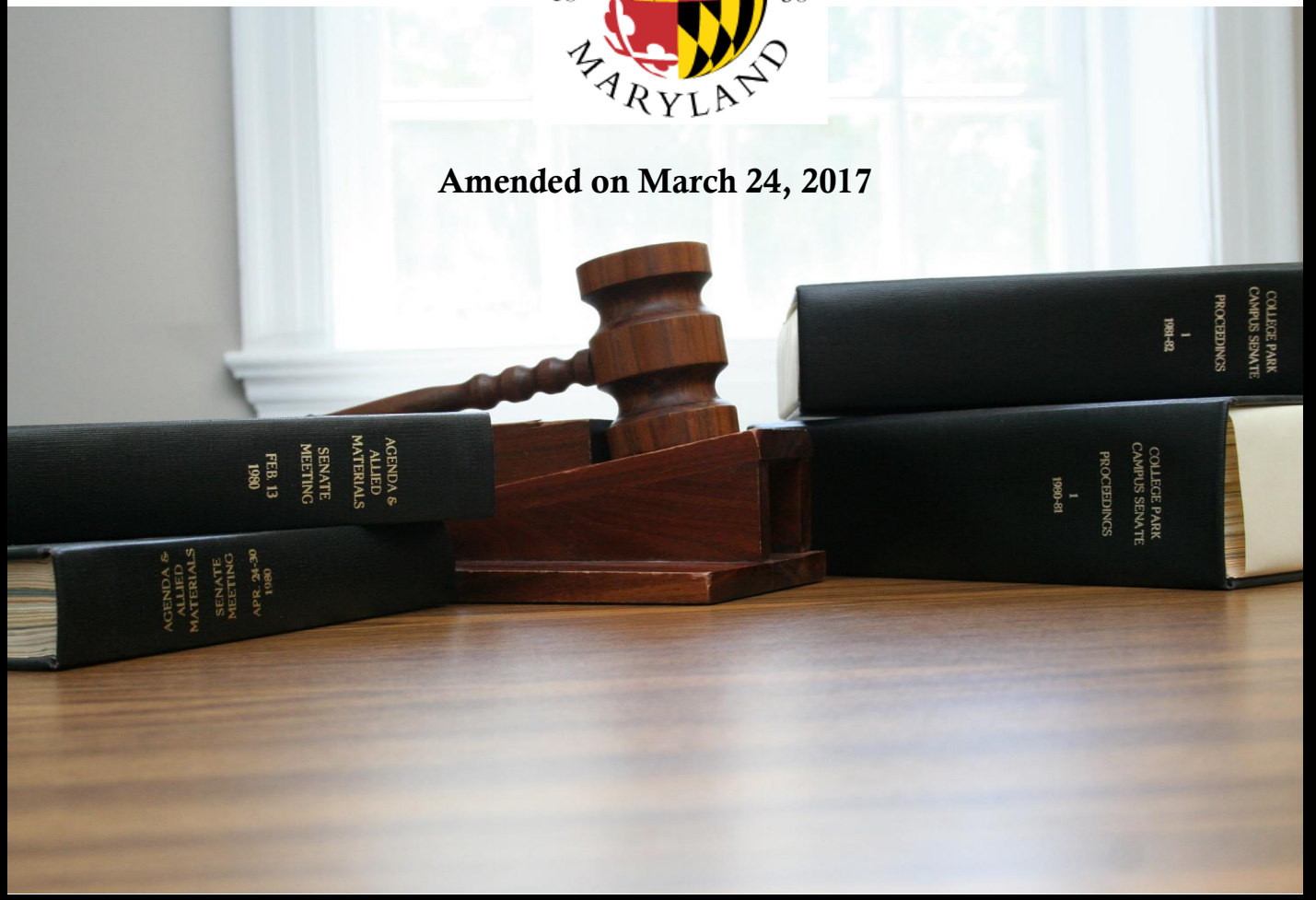
APPENDICES

Appendix 1 — IT Council Structure (Senate Document #12-13-45)
Appendix 2 — Addition of User Experience Working Group to the IT Council (Senate Document #14-15-10)
Appendix 3 — Revisions to the IT Council Section of the Senate Bylaws (Senate Document #15-16-04)
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BYLAWS

OF THE

UNIVERSITY SENATE

AT THE

UNIVERSITY OF MARYLAND

Amended on March 24, 2017

BYLAWS OF THE UNIVERSITY SENATE
University of Maryland, College Park

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BYLAWS OF THE UNIVERSITY SENATE
The University of Maryland, College Park

ARTICLE 1
AUTHORIZATION

1.1   These *Bylaws of the University Senate* (hereafter referred to as the *Bylaws)* are adopted according to Article 7 of the *University of Maryland Plan of Organization for Shared Governance* (hereafter referred to as the *Plan),* and are subject to amendment as provided for in the *Plan.*

ARTICLE 2
MEMBERSHIP

2.1   The members of the Senate are as designated in Article 3 of the *Plan a*nd further specified in 2.1 and 2.2 below. All elected members are subject to the conditions stated in the *Plan,* including its provisions for expulsion, recall, and impeachment (Articles 4.10, 4.11, and 5.8 of the *Plan* and Article 2.3, 2.4, and 2.5 below).

   2.1.a   Staff Senators

   For the purpose of Senate representation, the Staff Constituency is divided into the following categories. Each category shall elect one Senator from among its ranks for each 200 staff members or major fraction thereof.

   1. Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
   2. Exempt Staff with appointment in Divisions
   3. Non-Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
   4. Non-Exempt Staff with appointment in Divisions

   2.1.b   Staff member job categories will not include the category designated for the President, vice presidents, provosts, and deans if they hold faculty rank.

   2.1.c   Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a staff Senator. Staff candidates for the Senate must have been employed at the University of Maryland College Park for 12 months prior to standing as candidates for the Senate. Staff members may not stand for Senate elections while in the probationary period of employment.

   2.1.d   An ex officio member denoted in the *Plan* (Article 3.6.a.) who is not precluded from staff member categories as noted in Articles 2.1.b and 2.1.c may be elected as a voting member of the Senate by an appropriate constituency. Such ex officio members should also have been employed by the University of Maryland College Park for 12 months prior to standing as candidates for the Senate.

   2.1.e   As noted in the *Plan* (Article 3.3.c), the term of each staff Senator shall be three (3) years. Terms of staff members will be staggered in such a way that for each term, one-third of the total members from a job category are serving the first year of their term. Not every member of a specific staff job category shall be elected in the same year. However, if the University or these *Bylaws* redefine the staff job categories outside of a normal reapportionment, the staff Senate seats will be vacated. A subsequent election will be held to populate all staff Senate seats within the new categories with staggered terms as follows:

   (1)   One-third of the members in a job category who received the lowest number of votes will serve a one-year term,
   (2)   One-third of the members in a job category who received the second lowest number of votes will serve two-year terms,
   (3)   One-third of the members in a job category who received the highest number of votes will serve three year-terms.

   A person serving less than a three-year term is defined as not to have served a full term and is eligible for re-election to a full term the following year.

2.2   **Single Member Constituencies**

The Senators defined in (a)-(g) below shall be voting members of the Senate. All elections held pursuant to this section shall be organized by the Office of the University Senate.

(a)   Part-Time Research, Part-Time Teaching, Adjunct, and both Full-Time and Part-Time Visiting Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall together elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.

(b)   Emeritus Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the *Plan* shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.

(c)   Head Coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.

(d)   Post-Doctoral Scholars, Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Senate constituency as defined in Article 3 of the *Plan* together shall elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.

(e)   The Contingent II staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other staff Senators. The Contingent II staff Senator shall have been employed by the University for twelve months prior to their election.

(f)   The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.

(g)   The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.

2.3   Elected Senators shall not be absent from two (2) consecutive regularly scheduled meetings of the Senate without notifying the Office of the University Senate that they will require an excused absence (Article 4.10.a of the *Plan*). Also in accordance with Article 4.10 of the *Plan,* until the member attends a meeting of the Senate, or the Senator is expelled, that Senator shall be counted in the total membership when a quorum is defined for a meeting.

2.4   If an elected Senator is no longer a member of the constituency by which he or she was elected, the seat shall be vacated and the Senator shall be replaced according to the following guidelines:

2.4.a   If there was a runner-up in the election in which the Senator was elected, the runner-up shall replace that Senator immediately, provided he or she is still eligible.

2.4.b   If there was no runner-up in the election in which the Senator was elected and the vacancy occurs in the spring semester, that Senator shall serve for the remainder of the Senate year and shall be replaced in the next election cycle for the remainder of the term.

2.4.c   If there was no runner-up in the election in which the Senator was elected and the vacancy occurs prior to the spring semester, or if the Senator is unable to serve the remainder of the Senate year, the Senate Executive Committee, in consultation with the appropriate constituency, shall appoint a replacement for that Senator.

2.5   If an elected Senator is no longer in satisfactory standing at the University, he or she shall be replaced immediately in accordance with 2.4.a or 2.4.c above.

2.6   All elections shall be completed by the Transition Meeting of the Senate.

ARTICLE 3
MEETINGS

3.1   **Regular Meetings:**

The Senate shall schedule at least four (4) regular meetings each semester. The notice, agenda, and supporting documents shall be mailed, by campus or electronic-mail, from the Office of the University Senate to the membership no later than one calendar week prior to each regular meeting unless otherwise approved by the Executive Committee.

3.2   **Special Meetings:**

3.2.a   Special meetings of the Senate may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:

(1)   By the presiding officer of the Senate;
(2)   By a majority vote of the Executive Committee of the Senate;
(3)   By written petition of a majority of the elected members of the Senate. The petition shall be delivered to the Chair or the Executive Secretary and Director of the Senate. The Chair shall give notice of arrangements for the meeting within seventy-two (72) hours of receipt of a valid petition; or
(4)   By resolution of the Senate.

3.2.b   The notice of a special meeting shall include the agenda and shall be sent to the members of the Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment.

3.2.c   The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

3.3   **Openness of Meetings and Floor Privileges:**

3.3.a   Meetings of the Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.

3.3.b   Representatives of the news media shall be admitted to all meetings of the Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Senate.

3.3.c   When a report of a committee of the Senate is being considered, members of that committee who are not members of the Senate may sit with the Senate and have a voice but not a vote in the deliberations of the Senate on that report.

3.3.d   Any Senator may request the privilege of the floor for any member of the campus community to speak on the subject before the Senate. The Chair shall rule on such requests.

3.3.e   By vote of the Senate, by ruling of the Chair, or by order of the Executive Committee included in the agenda of the meeting, the Senate shall go into closed session. The ruling of the Chair and the order of the Executive Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.

3.3.f   While in closed session, the meeting shall be restricted to voting members of the Senate (Article 3 in the *Plan*), to members granted a voice but not a vote *(*Articles 3.6, 5.2.c, and 5.5.c. of the *Plan*), to the Executive Secretary and Director, to the parliamentarian and any staff required for keeping minutes and

to other persons expressly invited by the Senate.

3.4 **Rules for Procedure:**

3.4.a The version of *Robert's Rules of Order* that shall govern the conduct of Senate meetings shall be *Robert's Rules of Order, Newly Revised.*

3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not given prior notification of absence to the Office of the University Senate, or sixty (60) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members without vote shall not be considered.

3.5 Senators must be physically present in order to participate in meetings.

ARTICLE 4
EXECUTIVE COMMITTEE

4.1 **Membership and Election:**

4.1.a As set forth in the *Plan* (Article 8.2), the members of the Executive Committee shall include the Chair and Chair-Elect of the Senate, thirteen (13) members elected from the voting membership of the Senate, and four (4) non-voting ex officio members.

4.1.b The election of the Executive Committee shall be scheduled as a special order at the transition-meeting of the Senate in the Spring Semester, but in no case shall it precede the election of the Chair-Elect as provided for in the *Plan* (Article 5.3 and 5.7.a). In the event of a tie vote in the election for members of the Executive Committee, a ballot will be made available to each Senator as soon as the votes are counted and the tie discovered. Ballots are to be returned within one (1) week from the date of distribution.

4.1.c In the event of a vacancy on the Executive Committee, the available candidate who had received the next highest number of votes in the annual election for the Executive Committee shall fill the remainder of the unexpired term.

4.2 **Charge: The Executive Committee shall exercise the following functions:**

4.2.a Assist in carrying into effect the actions of the Senate;

4.2.b Act for the Senate as provided for by and subject to the limitations stated in Article 4.3;

4.2.c Act as an initiating body suggesting possible action by the Senate;

4.2.d Review and report to the Senate on administrative implementation of policies adopted by the Senate;

4.2.e Prepare the agenda for each Senate meeting as provided for by and subject to limitations stated in Article 4.4;

4.2.f Serve as a channel through which any member of the campus community may introduce matters for consideration by the Senate or its committees;

4.2.g Prepare and submit reports on the Senate's work to the President and the campus community;

4.2.h Review the operations of the Office of the University Senate each year, and make recommendations to the President or his or her designee for improvements in those operations and for the replacement or continuation of the Executive Secretary and Director;

4.2.i Serve as the channel through which the Senate and the campus community may participate in the selection of officers of the campus and the University;

4.2.j   Perform such other functions as may be given it in other provisions of these *Bylaws* and the *Plan;* and

4.2.k   Make recommendations on nominees for campus-wide and system-wide committees and councils requiring representatives, when necessary.

4.3   **Rules Governing Executive Committee Action for the Senate:**

4.3.a   Where time or the availability of the membership precludes a meeting of the Senate, as, for example, during the summer or between semesters, the Executive Committee may act for the Senate.

4.3.b   A report of all actions taken by the Executive Committee when acting for the Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Senate. By written request of ten (10) Senators, received by the Chair of the Senate prior to the call to order of that meeting, any Executive Committee action on behalf of the Senate shall be vacated and the item in question placed on the agenda as a special order. If any such item is not petitioned to the floor, it shall stand as an approved action of the Senate.

4.4   **Rules Governing Preparation of the Senate Agenda:**

4.4.a   The order of business for regular meetings shall be as follows:

(1)   Call to order;

(2)   Approval of the minutes of the previous regular meeting and any other intervening special meeting(s);

(3)   Report of the Chair (including any report from the Executive Committee);

(4)   Special orders of the day;

(5)   Unfinished business;

(6)   Reports of committees;

(7)   Other new business; and

(8)   Adjournment.

4.4.b   For regular meetings the Executive Committee shall consider all submissions for inclusion on the Senate agenda. The Executive Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.

4.4.c   The order of business for a special meeting shall be as follows:

(1)   Call to order;

(2)   Statement by the Chair of the nature and origin of the call of the meeting;

(3)   The special order;

(4)   Other business as determined by the Executive Committee; and

(5)   Adjournment.

4.4.d   For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Executive Committee deems appropriate.

4.5   **Meetings of the Executive Committee**: A quorum of the Executive Committee shall be seven (7) voting members. Minutes of the meetings shall be kept. The agenda shall be made publicly available prior to each meeting. The Executive Committee shall meet at the call of the Chair or by petition of seven (7) voting members of the Executive Committee, or by petition of twenty-five (25) voting members of the Senate.

4.6   **The Senate Budget**: The Executive Secretary and Director shall be responsible for the Senate budget, shall consult with the Executive Committee on the preparation of the budget request, and shall report to the Executive Committee the funds received.

   4.6.a   The Executive Secretary and Director shall make an annual report to the Associate Vice President for Personnel and Budget on expenditure of the Senate budget.

   4.6.b   Consent of the Executive Committee shall be required before any change in the budgeted use of Senate funds involving more than ten percent (10%) of the total may be undertaken.

4.7   **Referral of Items to Standing Committees:** The Executive Committee shall refer items to the standing committees.

   4.7.a   The Executive Committee shall refer an item to an appropriate committee when instructed by the Senate or when requested by the President, or when petitioned by 150 members of the Senate electorate.

   4.7.b   The Executive Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Executive Committee.

   4.7.c   The Chair of the Senate may, as need requires, act for the Executive Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Executive Committee.

4.8   To the extent permitted by law and University policy, the records of the Senate shall be open.

ARTICLE 5
COMMITTEES OF THE SENATE

5.1   **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and shall define committee composition.

   5.1.a   Standing Committees: In an appropriate section of Article 6 there shall be specifications for each committee.

5.2   **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:

   (1)   To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);

   (2)   To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;

   (3)   To serve in an advisory capacity, upon request, regarding the administration of policies;

   (4)   To function on request of the President or of the Executive Committee as a board of appeal with reference to actions and/or decisions made in the application of policies; and

   (5)   To recommend the creation of special subcommittees (Article 5.7-5.9) when deemed necessary.

5.3   **Standing Committees - Committee Operation:**

   5.3.a   Agenda Determination:

(1)   A committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the committee.

(2)   Nonprocedural items shall be placed on the agenda of a committee by vote of that committee, by referral from the Executive Committee (Article 4.7), or by referral of policy recommendations. The committee shall determine the priorities of its agenda items.

(3)   Committee agendas shall be made publicly available prior to each meeting.

5.3.b   Action minutes of the proceedings of each committee meeting shall be kept in accordance with *Robert's Rules of Order for Small Committees*.

5.3.c   Rules for Procedure of Standing Committees: The version of *Robert's Rules of Order* that shall govern the conduct of Standing Committees shall be *Robert's Rules of Order for Small Committees, Newly Revised.* Standing Committees shall determine how advancing technology, such as phone and video conferencing and other electronic methods of participation, can be used for their purposes. Standing Committees may choose to conduct votes via email, and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.

5.3.d   Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.

5.4   **Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.

5.4.a   The Executive Secretary and Director shall receive an announcement of each meeting of the committee stating the time and place of the meeting with agenda items. It shall be sent as far in advance of the meeting as possible.

5.4.b   The committee shall report its progress on agenda items as required by the Executive Secretary and Director or the Chair of the Senate.

5.4.c   Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.

5.4.d   Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.

5.4.e   An annual report shall be presented to the Chair of the Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Executive Committee. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each and a summary of the committee's deliberations. A cover sheet for each annual report, containing an outline of topics considered by the committee and their status, shall be made publicly available. In the case of committees with little activity, the committee may recommend inactive status the ensuing year until charged by the Executive Committee to address a specific matter:

(1)   A committee may be placed on inactive status with approval of the Executive Committee. No presiding officer or members shall be appointed to the committee while on inactive status.

(2)   A committee on inactive status may be reactivated by the Executive Committee when matters within its purview, as stipulated in Article 6, are brought to the Executive Committee for review. Following reactivation, the Office of the University Senate shall solicit volunteers for the committee in its annual volunteer period, and the Committee on Committees shall select members for the committee, in accordance with the provisions of 5.5 below.

(3)   A Special Committee (Article 5.9) may not be appointed to consider matters within standing committee specifications in lieu of reactivating an inactive committee.

5.5   **Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.

5.5.a   The Office of the University Senate shall provide information on the charge and membership specifications of each committee.

5.5.b   The Office of the University Senate shall solicit volunteers for the Senate's standing committees on an annual basis through an online process. During this volunteer period, all faculty, staff, and students shall be eligible to indicate their top three preferences for any committees with vacancies in their constituency and include a candidacy statement for consideration by the Committee on Committees. The Office of the University Senate will maintain these records for potential future use.

5.5.c   The Committee on Committees shall develop slates of nominees to fill vacancies on the standing committees and University Councils. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the *Plan* and these *Bylaws.* Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the *Plan.*

5.5.d   Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the *Bylaws.* Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.

5.5.e   The Committee on Committees shall forward a slate of nominees for committee service to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name and constituency. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the *Plan* and the specifications of these *Bylaws.*

5.5.f   Terms on standing committees shall be two (2) years for faculty and staff, and one (1) year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.

5.5.g   A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.

(1)   No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.

(2)   At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.

5.5.h   Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a Senator is continuing; however, no one shall serve as presiding officer of a committee for longer than two (2) consecutive years.

5.5.i   Appointments of the presiding officers of committees shall be made by the Chair of the Senate, designated on the annual committee slate, and shall be approved by the Senate.

5.6   **Standing Committees - Replacing Presiding Officers and Members:** The presiding officer and members of

any active standing committee may be replaced for cause after inquiry by the Office of the University Senate with approval of the Executive Committee.

5.6.a   Cause, for presiding officers, is defined as the following:

(1)   Failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or

(2)   Failure to activate the committee in order to respond to communications referred from the Executive Committee; or

(3)   Failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents.

5.6.b   Cause, for members, is defined as the following:

(1)   Continual absence from committee meetings and/or lack of participation in committee activities; or

(2)   Lack of registration on campus for students or termination of employment on campus for faculty and staff.

5.6.c   Procedure for replacing presiding officers and members:

(1)   The decision to replace a presiding officer rests with the Executive Committee; and

(2)   Requests for replacing a committee member shall be submitted by the presiding officer of a committee to the Executive Committee; such requests will contain a statement citing the appropriate "cause."

5.6.d   When the Executive Committee decides to replace a presiding officer or committee member, it shall request the Committee on Committees to identify a suitable replacement.

5.7   **Standing Committees - Appointing Special Subcommittees:** A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The Chair of any special subcommittee must be a member of the standing committee making the appointment.

5.8   **Standing Committees - Appointing Special Joint Subcommittees:** Two or more standing committees of the Senate may appoint special joint subcommittees to assist in the effective review of issues that pertain to the charge of multiple committees. Persons appointed to serve who are not members of associated standing committees must be approved by the Executive Committee. The Chair of any such subcommittee must be a member of one of the associated standing committees making the appointment. Special Joint Subcommittees will report directly to the full associated standing committees for final action.

5.9   **Special Committees:** A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise specified by the Senate.

ARTICLE 6
STANDING COMMITTEE SPECIFICATIONS

6.1   Academic Procedures and Standards Committee:

6.1.a   Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate

Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.

6.1.b   Quorum: A quorum of the Academic Procedures and Standards Committee shall be ten (10) voting members.

6.1.c   Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency.

6.1.d   Charge: The committee shall formulate and continually review policies and procedures for academic advisement, scheduling of classes, and registration.

6.1.e   Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations.

6.1.f   Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted by the Graduate School directly to the Senate through the Executive Committee. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Academic Procedures & Standards (APAS) Committee and the appropriate committee of the Graduate School.

6.2   Campus Affairs Committee:

6.2.a   Membership:

(1)   The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members, with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, the Vice President for Student Affairs, the Vice President for University Relations, the Chief Diversity Officer, and the Chair of the Coaches Council.

(2)   When discussions of safety are on the agenda, the Chief of Police, the Office of General Counsel, the Director of Transportation Services, and other campus constituencies, as appropriate, shall be invited to participate or send a representative.

(3)   The Chair of this committee or a faculty member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council. The Chair, or a committee member designated by the Chair, shall also serve as an ex-officio member of the Campus Transportation Advisory Committee.

6.2.b   Quorum: A quorum of the Campus Affairs Committee shall be nine (9) voting members.

6.2.c   Charge: The committee shall formulate and continually review policies and regulations affecting the entire campus, its functions, its facilities, its internal operation and its external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.

6.2.d   Charge: The committee shall formulate and continually review policies and procedures for the periodic review of campus level administrators.

6.2.e   Charge: The committee shall periodically gather community input on safety and security issues and shall act as a liaison between the police and the campus community.

6.3   Committee on Committees:

6.3.a   Membership and terms:

(1)   As set forth in the *Plan* (Article 8.3.a), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.

(2)   The voting membership, as defined in the *Plan* (Article 8.3.a), shall consist of the Chair-Elect of the Senate, six (6) faculty members elected by faculty Senators, with no more than one (1) from any College or School; one (1) non-exempt staff member elected by non-exempt staff Senators; one (1) exempt staff member elected by exempt staff Senators; one (1) undergraduate student elected by undergraduate student Senators; and one (1) graduate student elected by graduate student Senators.

(3)   Students are elected to serve for one (1) year, faculty and staff for two (2) years, whether or not their membership in the Senate continues beyond their first year of service in the committee.

(4)   Terms of faculty and staff members are staggered in such a way that, at any time, no more than three (3) faculty members and one (1) staff member are serving the second year of their term.

(5)   In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes in the last annual election for the Committee on Committees shall fill the remainder of the unexpired term. In the event that there is no runner-up, the Executive Committee shall fill the vacant seat.

(6)   A quorum of the Committee on Committees shall be six (6) voting members.

6.3.b   Charge:

(1)   As set forth in the *Plan* (Article 8.3.b), responsibilities of the Committee on Committees include:

(a)   Identification and recruitment of individuals for service on Senate committees;

(b)   Approval of the University Library Council slate of nominees, as mandated in section 2.C of the Bylaws of the University Library Council.

(c)   Creation of a slate of nominees for the Nominations Committee, for approval by the Senate.

(2)   Additional duties include:

(a)   As needed, the Committee on Committees may be charged to assess effectiveness of committees, and make recommendations for improvements and changes in their operations and structure.

(b) Other such duties as specified by the Executive Committee.

6.3.c   Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.5.

6.4   Educational Affairs Committee:

6.4.a   Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom at least two (2) must be tenured/tenure-track faculty members and at least two (2) must be professional track faculty members; two (2) staff members, with one exempt and one non-exempt to the extent of availability; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; the Associate Dean for General Education; a representative of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Vice President of Information Technology and CIO.

6.4.b   Quorum: A quorum of the Educational Affairs Committee shall be eleven (11) voting members.

6.4.c   Charge: The committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the Colleges, Schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.

6.4.d   Charge: The committee shall exercise broad oversight and supervision of the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. The committee shall review and make recommendations concerning the General Education Program to the Senate and the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. Such recommendations shall include, as the committee deems appropriate, the program's requirements and its vision, especially with regard to evaluating trends, reviewing learning outcomes, and maintaining the balance of courses in the General Education categories.

6.4.e   Relation of the Educational Affairs Committee to the General Education Program and the Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies:

(1)   The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will prepare an annual report on the status of the General Education Program and will send the report to the Educational Affairs Committee by October 1.

(2)   The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will meet with the Educational Affairs Committee as needed to discuss or update the report. Topics will include but not be limited to: the membership and ongoing work of the General Education Faculty Boards; the proposal and approval process for General Education courses; the learning outcomes for the different course categories; areas where additional courses or rebalancing may be needed; trends and developments that may impact the General Education Program; and informational resources for students, faculty, and advisors about the General Education Program.

(3)   The Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies shall inform the committee of modifications in the proposal or review process, the disposition of recommendations from the committee, and any other changes regarding the implementation of the General Education Program as specifically delegated to that office.

6.5   Elections, Representation, and Governance Committee:

6.5.a   Membership: The committee shall consist of an appointed presiding officer; six (6) faculty members; one (1) exempt staff member; one (1) non-exempt staff member; two (2) undergraduate and two (2) graduate students; and representatives of the Director of Human Resources and the Associate Vice President for Institutional Research, Planning, and Assessment.

6.5.b   Quorum: A quorum of the Elections, Representation, and Governance Committee shall be eight (8) voting members.

6.5.c   Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.

6.5.d   Charge: The committee shall determine the correct apportionment for all constituencies every five (5) years as stipulated in Article 3.8 of the Plan and following any review or revision of the *Plan* as stipulated in Article 6.3 of the *Plan.*

6.5.e   Charge: The committee shall supervise all Senatorial elections and referenda in accordance with the *Plan* (Article 4.2), and shall consult with certain constituencies in their nomination and election processes in accordance with the *Plan* (Article 4) as requested by the Executive Committee.

6.5.f   Charge: The committee shall formulate and review procedures for the tallying and reporting of election results and shall perform other such duties as appropriate (Article 3.3.b of the *Plan*).

6.5.g   Charge: The committee shall review the Plans of Organization of the Colleges, Schools, and other units, in accordance with the *Plan* (Article 11) and as specified in Appendix 7 of these Bylaws.

6.5.h   Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.

6.5.i   Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the *Plan* (Article 5.8).

6.5.j   Charge: The committee shall initiate procedures for expelling Senators in accordance with the *Plan* (Article 4.10).

6.5.k   Charge: The committee shall receive all petitions for the recall of Senators in accordance with the *Plan* (Article 4.11).

6.6   **Equity, Diversity, & Inclusion Committee:**

6.6.a   Membership: The committee shall consist of an appointed presiding officer; five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; two (2) undergraduate and two (2) graduate students; the Chief Diversity Officer; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, the Vice President for Student Affairs, and the Director of the Office of Civil Rights and Sexual Misconduct.

6.6.b   Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be ten (10) voting members.

6.6.c   Charge: The committee shall actively promote an equitable, diverse, and inclusive campus that is free from all forms of discrimination by formulating and continually reviewing policies and procedures pertaining to issues of equity, diversity, and inclusion. These include but are not limited to the University of Maryland Non-Discrimination Policy and Procedures and the University of Maryland Disability & Accessibility Policy and Procedures.

6.6.d   Charge: The committee shall consider programs and activities for improving equity, diversity, and inclusiveness on campus, and shall make recommendations to appropriate campus bodies.

6.7   **Faculty Affairs Committee:**

6.7.a   Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be Senators including one (1) assistant professor and one (1) professional track faculty member; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources. One (1) elected Council of University System Faculty representative from the University shall serve as a voting ex officio member. The Faculty Ombuds Officer shall serve as a non-voting ex officio member.

6.7.b   Quorum: A quorum of the Faculty Affairs Committee shall be nine (9) voting members.

6.7.c   Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.

6.7.d   Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.

6.7.e   Charge: The committee shall, in consultation with Colleges, Schools, and other academic units, formulate and review procedures for the periodic review of academic administrators below the campus level.

6.7.f   Charge: The committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each College, School, or the Library Plan of Organization in accordance with Appendix 7 of these *Bylaws*. In conjunction with this review, the committee shall also review the professional track faculty Appointment, Evaluation, and Promotion Policy of each College, School, or the Library.

6.8   Programs, Curricula, and Courses Committee:

6.8.a   Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Dean of Libraries.

6.8.b   Quorum: A quorum of the Programs, Curricula, and Courses Committee shall be nine (9) voting members.

6.8.c   Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses; and (2) to the establishment, reorganization, or abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.

6.8.d   Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Office of the University Senate at least forty-eight (48) hours prior to the meeting at which the recommendations will be introduced. The committee will announce proposed recommendations to the campus community sufficiently in advance of the meeting at which they are to be considered so as to allow time for concerned parties to file their objections.

   (1)   All proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;

   (2)   All proposals for the creation, abolition, merger, splitting, or change of name of Colleges, Schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and

   (3)   All proposals to reassign existing units or programs to other units or programs.

6.8.e   Charge: The committee shall review and shall directly advise the Office of Academic Planning and Programs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with College rules approved by the Senate. The committee shall inform the Senate of its actions in these cases.

6.8.f   Charge: The committee shall review, establish, and advise the Vice President's Advisory Committee concerning policies for adding, deleting, or modifying academic courses.

6.8.g   Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the University, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee concerning resource issues, the consistency of the proposed action with the University's mission and strategic directions, or both.

6.8.h   Operation: The committee shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.3.b.

6.8.i   Relation of the Programs, Curricula, and Courses Committee to the Office of the Senior Vice President and Provost.

    (1)   The committee, in consultation with the Office of the Senior Vice President and Provost, shall determine the requirements for supporting documentation and the procedures for review for all proposals.

    (2)   The committee shall be informed by the Office of the Senior Vice President and Provost of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Office of the Senior Vice President and Provost shall act on all minor changes that are not of a policy nature.

    (3)   The committee shall be informed by the Office of the Senior Vice President and Provost of all changes made pursuant to 6.8.i(2). The committee shall be informed by the Office of the Senior Vice President and Provost of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.

6.8.j   Relationship of the Programs, Curricula, and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School, in addition to the review of the Programs, Curricula, and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.

6.9   Staff Affairs Committee:

6.9.a   Membership: The committee shall consist of an appointed presiding officer; eight (8) staff members, with two (2) members from each of the elected staff categories; two (2) Category II contingent employees, with one exempt and one non-exempt to the extent of availability; one (1) faculty member; one (1) student; and one (1) representative each of the Senior Vice President and Provost, the Director of Human Resources, the Vice President for Administration & Finance and the Vice President for Student Affairs. The three (3) elected University representatives to the Council of University System Staff (CUSS) shall serve as voting ex officio members; the alternate University representatives to the Council of University System Staff (CUSS) shall be non-voting ex officio members.

6.9.b   Quorum: A quorum of the Staff Affairs Committee shall be nine (9) voting members.

6.9.c   Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members.

6.9.d   Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff Senators as specified in Article 4.5 of the *Plan.*

6.9.e   Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive Committee in identifying and recruiting staff representatives for campus and Senate

committees, including system-wide activities involving staff.

6.9.f   Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board of Regents and CUSS.

6.9.g   Charge: The committee shall actively promote and provide orientation and opportunities for staff involvement in shared governance at every administrative level.

6.9.h   Charge: The committee shall facilitate the annual nomination process for the Board of Regents' Staff Awards at the University of Maryland, College Park.

6.10   Student Affairs Committee:

6.10.a   Membership: The committee shall consist of an appointed presiding officer; eight (8) undergraduate students, of whom four (4) must be Senators; four (4) graduate students, of whom two (2) must be Senators; two (2) faculty members; two (2) staff members with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; two (2) representatives of the Office of the Vice President for Student Affairs; and one (1) representative each from the Graduate School, and the Department of Resident Life.

6.10.b   Quorum: A quorum of the Student Affairs Committee shall be ten (10) voting members.

6.10.c   Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.

6.10.d   Charge: The committee shall support the work of other Senate committees by assessing and communicating the student perspective on a range of issues affecting students, including matters outside the purview described in 6.10.c.

6.10.e   Charge: The committee shall assist the Office of the University Senate and the Colleges and Schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.

6.11   Student Conduct Committee:

6.11.a   Membership: The committee shall consist of an appointed presiding officer; four (4) faculty members; one (1) staff member; five (5) students, of whom at least three (3) must be undergraduate students and one (1) must be a graduate student; and the Director of the Office of Student Conduct, or a representative, as a non-voting ex officio member.

6.11.b   Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means of enforcing those rules and codes.

6.11.c   Charge: The committee acts as an appellate body for infractions of the approved Code of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to be developed and filed with the Office of Student Conduct and the Executive Secretary and Director of the Senate. The committee shall also confirm members of all judicial boards listed in the Code of Student Conduct, except conference

and ad hoc boards.

ARTICLE 7
UNIVERSITY COUNCILS

7.1 **Definition:** University Councils are established by Article 8.6 of the *Plan* to exercise an integrated advisory role over specified campus units and their associated activities. University Councils are jointly sponsored by the University Senate and the Office of the President or Provost (as appropriate). University Councils may be assigned reporting responsibilities to any member(s) of the College Park administration at the dean level or above (hereafter referred to as the "designated administrative officer").

7.2 **Creation of University Councils:** Proposals to create a University Council shall be evaluated by a task force appointed jointly by the Senate Executive Committee and the designated administrative officer to whom the new Council would report. Following its deliberations, this task force shall present a report (hereafter referred to as the "Task Force Report") to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the Council. The Task Force Report shall indicate the specifications that define the working relationship among the Senate, the designated administrative officer, and the director. The Task Force Report shall include at least the following: the scope and purpose of the new Council; a review of the current committees and advisory relationships to be superseded by the proposed Council; identification of the designated administrative officer and unit director to whom the Council reports; the charge to the Council; the size, composition, and appointment process of members of the Council; the Council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the Council and the responsibilities of the Council to these three sponsors; and principles for operation of the Council. The Task Force Report shall be reviewed by the Executive Committee, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its *Bylaws* to incorporate the Council into its council structure as defined in Article 8 of these *Bylaws*. The Task Force Report, as approved, shall be preserved with official Senate documents, serving as a record of the original agreements establishing the Council.

7.3 **Specifications in Senate Bylaws:** For each Council, Senate Bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of this Article particular to the Council.

7.4 **Basic Charge:**

7.4.a The Council's responsibilities to the University Senate shall include those specified for Senate committees in Article 5.2 of these *Bylaws*. In addition, each Council shall:

(1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.

(2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.

(3) Respond to charges sent to the Council by the Senate Executive Committee in accordance with Article 4.7.

(4) Provide an annual written report to the Senate on the Council's activities including

the status of unresolved issues.

7.4.b Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:

(1) To advise on the unit's budget, space, and other material resources, in addition to personnel, staffing and other human resources.

(2) To advise on the unit's administrative policies and practices.

(3) To advise on the charges to be given to periodic internal and external review committees.

(4) To respond to requests for review, analysis, and advice from the designated administrative officer.

(5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.

(6) To fulfill such other responsibilities as specified in the Task Force Report.

7.4.c Responsibilities to the unit's director shall be specified in the Task Force Report and may include:

(1) To advise on the needs and concerns of the campus community.

(2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.

(3) To review and advise on unit reports, studies, and proposed initiatives.

(4) To respond to requests for review, analysis, and advice made by the director.

(5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.

(6) To fulfill such other responsibilities as specified in the Task Force Report.

7.5 **Membership and Appointment to University Councils:**

7.5.a Membership: Councils shall have nine (9) to thirteen (13) members as specified in the appropriate subsection of Article 8 of these *Bylaws.* In addition, each Council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in Article 5.5.d of these *Bylaws.* These ex officio members shall have voice but no vote.

7.5.b Appointment: Representatives of the designated administrative officer's office and the University Senate shall agree on nominees for vacancies on the Council. These nominations shall be submitted to the designated administrative officer for approval. In addition, these nominations shall be submitted to the University Senate for approval, or for election if specified in the Council's governing documents. In exercising its powers of

appointment to the Council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Article 5.5.e of these *Bylaws.*

7.5.c   Terms: Rules governing beginning date and length of terms, and restrictions on reappointment shall be specified in the governing documents of each Council. The presiding officer shall serve a three (3) year term and cannot be reappointed, unless otherwise specified in the governing documents of the Council.

7.5.d   Appointment of Presiding Officer: The designated administrative officer and the Senate Executive Committee shall reach an agreement on a presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the Council, a replacement shall be appointed to the vacated seat.

7.6   **Operational Relationship of University Councils to Sponsors:**

7.6.a   The Office of the University Senate shall provide basic support for the activities of University Councils.

7.6.b   The office of the designated administrative officer, through its ex officio University Council member, shall provide liaison to other administrative units as required.

7.6.c   The unit director shall provide the University Council with internal data, reports, studies, and any other materials required to support the Council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.

7.6.d   Control of the University Council's agenda shall be the responsibility of the presiding officer of the University Council and the voting members of the University Council in accordance with procedures for standing committees provided in Article 5.3.a, subject to the charges provided in Article 7.4 of these *Bylaws,* the appropriate subsection of Article 8 of these *Bylaws,* and the approved Task Force Report governing the University Council.

7.6.e   Each University Council shall develop its own bylaws, which must be approved by the designated administrative officer and by the Senate.

7.6.f   In addition to the required annual report, the presiding officer shall keep the Chair of the Senate informed of the major issues before the University Council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the University Council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the University Council and floor privileges of the Senate shall be managed in the same manner as standing committees of the Senate defined in these *Bylaws* (3.3.c, 4.4.b). In the case where the presiding officer of the University Council is not a member of the Senate, he or she may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Article 3.3.c of these *Bylaws.*

7.7   **Review of University Councils:**

7.7.a   Five (5) years after a University Council is formed, a review of the University Council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the University Council in its original form and mode of operation, modification of the University Council structure and/or operations, or discontinuance of the University Council.

7.7.b   Following the initial review, the University Council and its operations shall be reviewed in conjunction with the periodic review of the *Plan.*

ARTICLE 8
UNIVERSITY COUNCIL SPECIFICATIONS

8.1   University Library Council

8.1.a   Charge: The University Library Council has the responsibility to provide advice and to report on policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries (see Appendix 1 for additional responsibilities and the Library Council's Bylaws).

8.1.b   Membership: The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Office of the Dean of Libraries, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.

8.1.c   The Chair shall be a tenured faculty member.

8.1.d   Reporting Responsibilities: The University Library Council shall report to the University Senate and the Senior Vice President and Provost under the terms of responsibility defined in Article 7.4 of these *Bylaws.*

8.2   University Research Council:

8.2.a   Charge: In addition to the charges specified in Articles 5.2 and 7.4 of these *Bylaws*, the Research Council shall be governed by the following: The Research Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Research Council is charged to review the research needs of faculty, other researchers and students, and to make recommendations to facilitate the research process and productivity of the University. Further, the Research Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, or institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the Research Council has the power to undertake investigative studies and recommend solutions.

8.2.b   Membership: The University Research Council shall consist of thirteen (13) appointed members and ten (10) ex officio members. The appointed members shall be the Chair and eight (8) faculty members; one (1) staff member; and three (3) students, including at least one (1) graduate and one (1) undergraduate student. Eight (8) voting ex officio members include a representative of the Vice President for Research, a representative of the Dean of the Graduate School, a representative of the Dean of Undergraduate Studies, the Director of the Office of Research Administration and Advancement, and the Chairs of four (4) subcommittees of the University Research Council as follows: Research Development and Infrastructure Enhancement Subcommittee (RDIES); Research Advancement and

Administration Subcommittee (RAAS); Intellectual Property and Economic Development Subcommittee (IPEDS); and Awards and Publicity Subcommittee (APS). A representative of the President and a representative of the Senior Vice President and Provost shall serve as non-voting ex-officio members.

8.2.c   The Chair shall be a tenured faculty member.

8.2.d   Reporting Responsibilities: The University Research Council shall report to the University Senate and the Vice President for Research under the terms of responsibility defined in Article 7.4 of these *Bylaws* and the report establishing the University Research Council.

8.3   University IT Council:

8.3.a   Charge: The IT Council shall advise and report on policy issues concerning the Division of **Information Technology** to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, **and as articulated in the Bylaws of the University IT Council (see Appendix 3),** the IT Council shall:

1)   Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the **Campus** Student Technology **Advisory** Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.

2)   Advise on the Division~~'s~~ **of Information Technology's** budget, material resources, personnel, staffing and human resources, **and** administrative policies and practices~~, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.~~

3)   ~~Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.~~ **Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community**.

4)   **Advise on IT planning, including strategic and other major planning for information technology operation and development.**

5)   **Advise on policy recommendations related to campus technology facilities, equipment, software, and services.**

8.3.b   Membership: The IT Council shall consist of **up to thirteen appointed members, and additional non-voting ex-officio members. The appointed members shall be:** ~~a~~ **the** ~~C~~**c**hair ~~(1),~~ ~~the chairs of the five (5) IT Council Working Groups, the chair of the IT Security Advisory Committee, and the following members already serving on an IT Council Working Group:~~ one ~~(1) exempt~~ staff member, one ~~(1)~~ undergraduate student, one ~~(1)~~ graduate student, one ~~(1)~~ professional track faculty member, one ~~(1)~~ tenured faculty member**, and the chairs of the IT Council Working Groups. The non-voting ex-officio members shall include** ~~The Vice President and CIO, or a designee, and~~ a representative from the University Libraries~~,~~**; a representative from the Office of the Provost; a representative from the Information Technology Advisory Committee; and the**~~shall serve as non-voting ex officio members~~ **Vice President for Information Technology and CIO, or a designee**. Additional non-voting ex-officio members may be appointed as needed, by agreement between the **Vice President for Information Technology and** CIO and the Senate Executive Committee.

8.3.c   The ~~C~~**c**hair of the IT Council shall be appointed by the Vice President for Information

Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The ~~Cc~~hair will serve a three-year term. ~~The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.~~

8.3.d   Working Groups: The IT Council ~~shall~~ **may** create ~~five standing~~ **up to seven** Working Groups. These groups should carry out research and make recommendations on IT issues, and ~~shall each~~ work with the appropriate Division of Information Technology staff member appointed by the **Vice President for Information Technology and** CIO. **The specific responsibilities of each Working Group shall be described in the Bylaws of the University IT Council.** The chair of each Working Group shall be appointed by the **Vice President for Information Technology and** CIO **and the Senate** and shall serve a two-year term. ~~The five Working Groups shall be:~~

1)   ~~Learning @ Technology, which focuses on IT portfolio related decisions regarding technology for classroom support, learning support, and scholarly enablement;~~
2)   ~~Enabling Research, which focuses on IT portfolio related decisions regarding tools that support research, such as collaboration tools, data storage and access, and other research computing initiatives;~~
3)   ~~Infrastructure, which focuses on IT portfolio related decisions regarding physical hardware and investments needed to support University IT service offerings;~~
4)   ~~Enterprise Systems, which focuses on IT portfolio related decisions regarding enterprise administrative software and systems used by faculty, staff, and students on a daily basis; and~~
5)   ~~User Experience, which focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.~~

8.3.e   Reporting Responsibilities: The IT Council shall report to the Vice President **for Information Technology** and CIO ~~of the Division of Information Technology~~ and to the University Senate **under the terms of responsibility defined in Article 7.4 of these Bylaws**.

ARTICLE 9
THE ATHLETIC COUNCIL

9.1   The Athletic Council

9.1.a   The Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council shall operate in accordance with its charter (Appendix 4), which shall specify its role, scope, responsibilities, leadership, and membership. Changes to the charter shall be approved by the President of the University.

9.1.b   Membership: The charter designates its membership. The membership of the Athletic Council elected by the Senate includes:

1)   Seven faculty members elected by the Senate at the annual Transition Meeting. Elected faculty representatives shall serve for a three-year term, and faculty who have served a full term shall for a period of one year be ineligible for re-election. The Senate should make every effort to assure diversity among the candidates for

election to the Council.

2) One staff member elected by the Senate at the annual Transition Meeting for a three-year term. A staff member who has served a full term shall for a period of one year be ineligible for re-election.

3) The Chair of the Senate Campus Affairs Committee, or a faculty member designated by the Committee, shall serve as an ex-officio member.

9.1.c Relationship between the Senate and the Athletic Council:

1) The Council in cooperation with the Athletic Director shall submit an annual report to the Senate on the status of intercollegiate athletics at the University. This report shall at least include an analysis of admissions, academic performance, class attendance, major selection, graduation rates, budget performance, and compliance with NCAA, Conference, and campus rules.

2) The Council shall inform the Senate for its review of any proposed amendments to the Council's charter.

ARTICLE 10
DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR

10.1 The Executive Secretary and Director of the Senate shall be responsible for the minutes and audio recordings of all Senate meetings.

10.1.a The minutes shall include only actions and business transacted. They shall be submitted to the Senate for approval. Copies of the approved minutes shall be made available to all chief administrative officers of Colleges, Schools, departments, and other units, and to the campus news media.

10.1.b A complete audio recording shall be made of each meeting and shall be maintained by the Office of the University Senate. In accordance with the University's Records Retention and Disposal Schedule, a copy of each audio recording, excluding only those parts recorded during closed sessions, shall be placed with the minutes in the University Archives for open access.

10.2 The Executive Secretary and Director shall also maintain the following kinds of Senate records (see Article 4.8):

(1) All material distributed to Senate members;

(2) All material received by or distributed to members of the Executive Committee;

(3) Any minutes of the Senate or the Executive Committee not otherwise included under (1) and (2);

(4) Annual reports of all committees of the Senate not otherwise included under (1) and (2);

(5) The audio records of Senate meetings;

(6) The current and all previous versions of the *Plan* and the *Bylaws;*

(7) Articles concerned with Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary and Director; and

(8) Other items deemed appropriate by the Executive Secretary and Director or the Chair of the Senate.

10.3 The Executive Secretary and Director shall store inactive records of the Senate in the University Archives.

10.4 The Executive Secretary and Director shall be responsible for the preparation of the Senate budget in accordance with Article 4.6.

10.5 The Executive Secretary and Director shall prepare as soon as possible after each annual senatorial election, a directory of the membership of the new Senate indicating for each member the constituency, term, office or department, and email address. A copy of this directory shall be available to all members of the new Senate.

10.6 The Executive Secretary and Director shall keep a list, with campus addresses and telephone numbers, of all Senate officers and of all presiding officers of all Senate committees. This information shall be available upon request to any member of the campus community.

10.7 The Executive Secretary and Director shall make available to each Senator, by campus mail or electronic means, a copy of the agenda and supporting material for each meeting. The receipt of the agenda and the supporting material then available shall satisfy the notice requirements of the meeting in question (Article 3.1 and 3.2.b).

10.8 The Executive Secretary and Director shall prepare for the members of the Senate and its Executive Committee, as appropriate, all agendas, minutes, reports, and other documents, with the exception of proposals relating to the Programs, Curricula, and Courses (PCC) Committee. Nonetheless, the Executive Secretary and Director shall be responsible for the distribution of all items of Senate business, including PCC items to the members of the Senate and its Executive Committee, and to other such committees as necessary.

10.9 The Executive Secretary and Director shall inform the Executive Committee of the status of all members of the Senate in accordance with the *Plan* (Article 3.4.a(3-4), 3.4.b(3-4), and 3.7) and these *Bylaws* (Articles 2.2, 4.1, 5.5, and 5.6).

10.10 The Executive Secretary and Director shall have the privilege of attending the meetings of all standing committees and ad hoc committees of the Senate to assist in the coordination of Senate business.

10.11 The Executive Secretary and Director shall provide information or assistance as requested for revision of the undergraduate catalog.

ARTICLE 11
ANNUAL TRANSITION OF THE SENATE

11.1 **Preparation for Transition:**

11.1.a By no later than the scheduled December meeting of the Senate, the Committee on Committees shall present to the Senate eight (8) nominees from among outgoing Senate members to serve on the Nominations Committee. The nominees shall include four (4) faculty members, one (1) exempt staff member, one (1) non-exempt staff member, one (1) graduate student, and one (1) undergraduate student. Further nominations shall not be accepted from the floor of the Senate. The Senate, as a body, shall approve the slate of nominees to serve on the Nominations Committee. The Chair-Elect of the Senate shall serve as a non-voting, ex officio member of the Nominations Committee. The Nominations Committee shall elect its own Chair from within the membership of the committee. The Nominations Committee shall solicit nominations from the membership of the Senate and shall present to the Chair of the Senate by April 15:

(1) A slate of at least two (2) candidates per seat from each constituency for elected membership on the Executive Committee, including those incumbent elected members who are eligible and willing to stand for reelection,

(2) Slates of candidates to replace the outgoing members of the Committee on Committees, the Campus Transportation Advisory Committee (CTAC), the University Athletic Council, and the Council of University System Faculty (CUSF), and any other committees as required by these *Bylaws,* including at least one (1) nominee for each position to be filled, and

(3) A minimum of two (2) candidates for the office of Chair-Elect.

Before reporting to the Chair of the Senate, the Nominations Committee shall secure the consent of all candidates in writing.

11.1.b. A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting of the Senate. Any further nominations made by members of the Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary and Director at least twelve (12) working days before the Transition Meeting. These additional nominations shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting.

11.2 **Transition Meeting:**

11.2.a The Transition Meeting will be the last regularly scheduled meeting of the Spring semester, and starts a new Senate session.

11.2.b Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, with the call to order of the Transition Meeting by the outgoing Chair.

11.2.c Election of the Chair-Elect, as provided for in section 5.7.a of the *Plan,* shall be the first order of business of the Transition Meeting, after which the outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair.

11.2.d The election of the Executive Committee, election of incoming members of the Committee on Committees, Campus Transportation Advisory Committee (CTAC), Athletic Council, Council of University System Faculty (CUSF), and such other persons elected by the members of the Senate, shall be scheduled special orders of the Transition Meeting. Nominations may be received from the floor by the Chair, in addition to those provided for

in Article 11.1. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate. In the event of a tie vote in the election for members of the Executive Committee or the Committee on Committees, a ballot will be distributed to each Senator in the appropriate constituency. Ballots are to be returned to the Office of the University Senate within one (1) week from the date distributed.

11.2.e   The elected members of the outgoing Executive Committee and the Committee on Committees shall continue to serve until the election of new members is held.

11.2.f   After the conclusion of the Transition Meeting, any vacancies on standing committees will be filled by the new Committee on Committees, subject to the approval of the Executive Committee and pending confirmation by the full Senate at its next regularly scheduled meeting.

APPENDIX 1
BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL

1. **Charge to the Library Council:** The University Library Council has the responsibility to provide advice about policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries.

   A. **The Council's Responsibilities to the University Senate:**

      (1) Make recommendations for major changes and improvements in policies, operations, and services of the Libraries that represent the concerns and interests of Senate constituencies as well as other users of the Libraries. Such recommendations should specify the resource implications. Reports and recommendations to the University Senate shall be submitted to the Senate Executive Committee for placement on the agenda of the University Senate in the same manner as reports from the Senate's standing committees. It is expected that the Library Council will also inform the Senior Vice President and Provost in advance of these legislative recommendations. In addition to the mandatory annual report, the Chair of the Library Council shall keep the Chair of the Senate informed of the major issues before the Library Council and shall indicate when action or information items are likely to be forwarded for Senate consideration.

      (2) Respond to charges sent to the Library Council by the Senate Executive Committee.

      (3) Provide an annual written report of the Library Council's activities, including the status of recommendations made by the Library Council each year, and of unresolved issues before the Library Council.

   B. **The Library Council's Responsibilities to the Senior Vice President and Provost:**

      (1) Advise on the Libraries' budget, space, personnel and staffing, and other resources. It is expected that the Senior Vice President and Provost will consult the Library Council before undertaking major reviews of the Libraries with APAC and before preparing the annual budget for the Libraries.

      (2) Advise on the Libraries' administrative policies and practices.

      (3) Advise on the charges to be given to the committees to review the Dean of Libraries and to conduct the unit review of the University Libraries based on University policy

      (4) Advise on matters concerning the Libraries in conjunction with accreditation review and strategic planning.

      (5) Respond to requests for review, analysis, and advice made by the Senior Vice President and Provost.

      (6) Meet at least annually with the Senior Vice President and Provost to review the major issues facing the Libraries and its activities on campus.

      (7) The Library Council is responsible for informing the Senior Vice President and Provost of pending reports and recommendations to the University Senate.

   C. **The Library Council's Responsibilities to the Dean of Libraries:**

(1) Advise on the needs and concerns of diverse constituencies within the campus community with respect to Library policies, services, and new resources and technology.

(2) Advise on strategies to involve Library users in the initiation, evaluation, and integration of new Library policies, practices, procedures, and technology. Such strategies might include forums for the discussion of changes, workshops for adjusting to new technologies, and ongoing programs of Library education.

(3) Advise on operations, policies and new opportunities.

(4) Advise on Library planning including strategic planning and other major plans for Library operation and development.

(5) Review and advise on the Libraries' reports, studies, and proposed initiatives that have significant long-term resource implications for the Libraries.

(6) Hold at least one (1) meeting each year at which the Dean shall review major issues and plans, summarized in a State of the Libraries report distributed in advance to the Library Council.

(7) It is expected that the Library Council will adopt a broad campus perspective and that the Dean of the Libraries will inform the Library Council of the University Libraries' needs and concerns and seek advice about major modifications of policies and operations affecting the campus community.

D. **To Fulfill Its Responsibilities, the Library Council May:**

(1) Undertake investigative studies in matters concerning the University Libraries and recommend solutions to the University Senate, the Senior Vice President and Provost, the Dean of Libraries, or the general campus community.

(2) Conduct open hearings on major issues concerning the University Libraries and their activities.

(3) Communicate directly with the campus community on concerns related to support for, policies of, and services provided by the University Libraries.

2. **Composition of the Library Council:** The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the Library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Dean of the Libraries Office, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.

A. **Tenure in Office:**

(1) The Library Council Chair should be a tenured faculty member appointed for a single three-year term. Normally, the Chair shall have served as a member of the Library Council. If the Chair is serving as a regular member of the Library Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the Chair has vacated. The Senior Vice President and Provost and the Senate Executive Committee shall reach an agreement on the Library Council Chair, and the joint choice shall be submitted to the University Senate for its approval.

(2) The remaining ten (10) faculty members shall be appointed for staggered two-year terms. No faculty member shall serve more than two (2) terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.

(3) The two (2) student members shall be appointed for one-year terms. No student member should serve more than two (2) terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.

(4) The Office of the Senior Vice President and Provost will appoint a member of the Provost's staff as an ex officio member of the Library Council who will have voice but not vote.

(5) The Dean of Libraries' Office will appoint an upper-level member of the Libraries' administrative staff as an ex officio member of the Library Council who will have voice but no vote.

(6) The Vice President for Information Technology and Chief Information Officer (CIO) will appoint a member of the Division of Information Technology's staff as an ex officio member of the Library Council who will have voice but no vote.

(7) The Chair-Elect of the Senate shall serve as an ex officio member of the Library Council who will have voice but no vote.

B. **Qualifications of Library Council Members:** Successful operation of the Library Council requires that the members of the Library Council understand the nature of the Libraries and represent the best interests of the campus as well as the particular interests of their specific constituencies.

1. The Library Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on Library matters and who have shown interest and willingness to foster a good working relationship between the Libraries and their users.

2. Library Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from both the professional and arts and sciences colleges, and within these constituencies, representatives of the arts and humanities, social sciences, and physical and biological sciences.

C. **The Appointment Process:** In the spring of each year, the Chair of the University Library Council shall notify the representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate of the appointments required for the following academic year. The representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Senior Vice President and Provost and the Committee on Committees for approval. The list of nominees for Library Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of Library Council members will take place through the same consultative process as the initial appointment, with submission of names to the Senate occurring as needed.

3. **Operation of the Library Council:** Effective and efficient Library Council operation will require adequate support and full cooperation among the Senate, the Senior Vice President and Provost, the Dean, and their offices.

A. The Office of the University Senate or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing Library Council documents, keeping a copy of Library Council minutes, maintaining files for the Library Council, and arranging meeting rooms.

B. The Office of the Senior Vice President and Provost, through its ex officio Library Council member, will provide liaison to other administrative units, such as the Office of Institutional Research, Planning and Assessment, for their reports, data, or assistance. The Office of the University Senate will also provide website space for the Library Council.

C. The Dean of the Libraries will provide the Library Council with internal data, reports, studies, etc. as needed to support the Library Council's work. The Dean will also arrange for unit staff to present testimony concerning such reports as the Library Council finds useful in carrying out its responsibilities. The Dean's assistance to the committee shall also include providing the Library Council members with the opportunity to attend an appropriate orientation session dealing with the Libraries.

D. Control of the Library Council's agenda will be the responsibility of the Library Council Chair and the voting members of the Library Council.

E. While being responsive to the needs of the Senior Vice President and Provost and the Senate in a timely manner is necessary, the sponsoring parties and the Dean of the Libraries must not attempt to micro-manage the ongoing operation of the Library Council. In turn the Library Council must not attempt to micro manage the Libraries.

F. The Library Council shall meet as necessary, but in no case less than once per semester. Meetings may be called by the Chair. In addition, upon receiving a request of any three members of the Library Council, the Chair shall call a meeting. A majority of the voting members of the Library Council shall constitute a quorum for the conducting of official business of the Library Council.

4. **Operational Relationship of the Library Council to its Sponsors:**

A. For purposes of University Senate action, a Library Council created through Senate action will appear in essentially the same role as a standing committee of the University Senate.

B. The Chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.

C. Since the committees of the Senior Vice President and Provost range widely in form and function, and do not operate under a formal plan of organization and bylaws, there is no need to specify the Library Council's standing in the same fashion. For other purposes, such as APAC review of the Unit, the Library Council might be consulted like a College Advisory Council (that colleges will have under the shared governance plan) could be.

D. The Dean of Libraries will ordinarily meet with the Library Council and have a voice in its deliberations. Since one of the three main functions of the Library Council is to advise the Dean, the Dean shall not formally be a member of the Library Council. On formal reports and recommendations of the Library Council to the University Senate or to the Senior Vice President and Provost, the Dean of the Libraries may send a separate memorandum to the Senate or the Senior Vice President and Provost, as appropriate, supporting or opposing the report or the recommendations, and providing rationale for the Dean's position.

5. **Review of the Library Council:** The Library Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the *Plan*.

APPENDIX 2
BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL
{To be inserted once available}

APPENDIX 3
BYLAWS OF THE UNIVERSITY IT COUNCIL

1. **Charge to the University Information Technology (IT) Council**: The IT Council has the responsibility to facilitate alignment of vision, priorities, and pace of IT investments and to recommend IT policies to the University Senate and administration. The IT Council is supported by Working Groups, which facilitate campus-wide communication related to IT matters.

   A. **The Council's Responsibilities to the University Senate:**

      1) Advise on strategic issues involving the University's use of IT, information security, access, retrieval and content stewardship, and telecommunication and knowledge dissemination.

      2) Bring IT initiatives and proposals to the Senate for consideration and review.

      3) Keep the Senate informed of strategic IT matters through periodic updates.

      4) Respond to charges sent to the IT Council by the Senate Executive Committee.

      5) Provide an annual written report of the IT Council's activities.

   B. **The IT Council's Responsibilities to the Vice President for Information Technology and Chief Information Officer (CIO):**

      1) Advise on policy recommendations related to campus technology facilities, equipment, software, and services - particularly in the areas of computing (both academic and administrative), networking, and telecommunications.

      2) Advise on IT planning, including strategic and other major planning for information technology operation and development.

      3) Advise on the Division of Information Technology's budget, space, and other material resources, in addition to personnel, staffing and other human resources.

      4) Advise on the Division of Information Technology's administrative policies and practices.

      5) Respond to requests for review, analysis, and advice made by the Vice President for Information Technology and CIO.

   C. **The IT Council's Responsibilities to the Deans, the Campus Student Technology Advisory Fee Committee, and the Campus Community:**

1) Ensure the distribution of information concerning available campus technology services and how they might be best used to serve the campus community.

2) Seek input from current and prospective users concerning types of technology services the campus can provide.

3) Respond to input from current users concerning the quality of campus technology services.

D. **To Fulfill Its Responsibilities, the IT Council May**:

1) Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community.

2) Conduct open hearings on major issues concerning the Division of Information Technology and its activities.

3) Communicate directly with the campus community on concerns related to the Division of Information Technology's services and policies.

2. **Organizational Structure of the IT Council:** The IT Council shall include five standing Working Groups, each of which will have a chair.

3. **Composition of the IT Council:** The IT Council shall consist of eleven appointed members and additional non-voting ex-officio members. The appointed members shall be: the chair, one staff member, one undergraduate student, one graduate student, one professional track faculty member, one tenured faculty member, and the chairs of the five IT Council Working Groups. The non-voting ex-officio members shall be a representative from the University Libraries; a representative from the Office of the Provost; a representative from the Information Technology Advisory Committee (ITAC); and the Vice President for Information Technology and CIO. Additional non-voting ex-officio members may be appointed as needed, by agreement between the Vice President for Information Technology and CIO and the Senate Executive Committee.

A. **Tenure in Office:**

1) The IT Council chair should be a tenured faculty member, and is appointed for a single, three-year term. Normally, the chair shall have served as a member of the IT Council. If the chair is serving as a regular member of the IT Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the chair has vacated. The Vice President for Information Technology and CIO and the Senate Chair shall reach an agreement on the IT Council chair, and the joint choice shall be submitted to the University Senate for its approval.

2) The five Working Group chairs shall be appointed for staggered two-year terms. No working group chair shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.

3) The two faculty members (professional track and tenured) shall be appointed for two-year terms. No faculty member shall serve more than two terms consecutively. For this purpose,

members who have served more than a year should be considered to have served a full term.

4) The staff member shall be appointed for a two-year term. No staff member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.

5) The two student members shall be appointed for one-year terms. No student member should serve more than two terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.

6) The Dean of the Libraries will appoint a representative from the University Libraries as a non-voting ex officio member of the IT Council.

7) The Provost will appoint a representative from the Office of the Provost as a non-voting ex-officio member of the IT Council.

8) The Information Technology Advisory Committee (ITAC) will appoint a representative from the committee as a non-voting ex-officio member of the IT Council.
9) The Vice President for Information Technology and CIO, or a designee, shall serve as a non-voting ex-officio member of the IT Council.

B. **Qualifications of IT Council Members:** Successful operation of the IT Council requires that its members understand the nature of the Division of Information Technology and represent the best interests of the campus as well as the particular interests of their specific constituencies.

1) IT Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on IT matters and who have shown interest and willingness to foster a good working relationship between the Division of Information Technology and its users.

2) IT Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from the various disciplines on campus ranging from the arts and humanities and social sciences to the physical and biological sciences and engineering.

C. **The Appointment Process:** In the spring of each year, the Senate Office shall notify the Vice President for Information Technology and CIO and the Chair of the Senate of the appointments required for the following academic year. The Vice President for Information Technology and CIO and the Chair of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Committee on Committees for approval. The final slate of nominees for IT Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of IT Council members will take place through the same consultative process as the initial appointment, with the submission of names to the Senate occurring as needed.

4. **Operation of the IT Council**

A. The Division of Information Technology or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing IT Council documents, keeping IT Council minutes and agendas on an IT governance website, and arranging meeting rooms.

B. Control of the IT Council's agenda will be the responsibility of the IT Council chair and the voting members of the IT Council.

C. While being responsive to the needs of the Vice President for Information Technology and CIO and the Senate in a timely manner is necessary, the Working Groups and the sponsoring parties - as well as the Deans, the Campus Student Technology Fee Advisory Committee, and the campus community - must not attempt to micro-manage the ongoing operation of the IT Council. In turn, the IT Council must not attempt to micro-manage the Division of Information Technology.

D. The IT Council should typically meet once every month and shall meet at least once per semester. Meetings will be scheduled by Division of Information Technology staff, in consultation with the IT Council chair and the Vice President for Information Technology and CIO.

5. **Working Groups of the IT Council:** The Working Groups will serve in an advisory capacity to the IT Council. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Division of Information Technology staff member, as appointed by the Vice President for Information Technology and CIO.

A. **The five Working Groups shall be:**

1) **IT Infrastructure Working Group,** which focuses on building and maintaining a sound, advanced, secure, and productive physical information technology infrastructure (including but not limited to facilities, hardware, networks, and software) capable of supporting broad and effective use by students, faculty, and staff throughout the institution, including remote University members such as agricultural extension offices.

2) **Learning Technologies Working Group**, which provides the vision, priorities, and pace for enterprise learning technology solutions and services to be undertaken on campus. Its work focuses on endorsing the adoption of new learning technology solutions, as well as making recommendations for upgrading or decommissioning existing services. Working group members are nominated by the Deans.

3) **Research Technologies Working Group,** which provides the vision, priorities, and pace for enterprise research technology solutions and services to be undertaken on campus. Its work focuses on endorsing the adoption of new research technology solutions, as well as making recommendations for upgrading or decommissioning existing services. Working group members are nominated by the Deans.

4) **Administrative Systems Working Group,** which advises the Vice President for Information Technology and CIO in matters of enterprise-wide administrative system technology decisions and priorities.

5) **IT Security Working Group,** which advises the Vice President for Information Technology and CIO on IT security matters. The focus is on securing the integrity of information technology resources, safeguarding institutional information, protecting the privacy of

University community members in their use of IT, and ensuring the continuity of the institution's IT resources and information repositories in the face of possible disaster scenarios.

B. **Composition of the Working Groups:** Each Working Group will have a chair appointed by the Vice President for Information Technology and CIO and the Senate Chair for a two-year term. The membership of each Working Group will be appointed by the Vice President for Information Technology and CIO unless otherwise specified above (5.A.2 and 3), but will be flexible so that additional members can be engaged in the decision-making and review process as appropriate. The membership of each Working Group shall include a combination of faculty, staff, and students.

C. Terms on Working Groups shall be two (2) years for faculty and staff. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.

D. **Meetings of the Working Groups:** The Working Groups usually meet three to four times a semester.

E. **Working Group Responsibilities:**

1) Provide knowledge in a particular area and serve as an advisory board, by which the IT Council can route items for review and comment.

2) Submit proposals and issues to the IT Council for consideration and/or funding.

3) Assist in the annual review and update of the Information Technology Strategic Plan.

6. **Operational Relationship of the IT Council to its Sponsors:**

A. For purposes of University Senate action, the IT Council will appear in essentially the same role as a standing committee of the University Senate.

B. The IT Council chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.

C. The Vice President for Information Technology and CIO is an ex-officio member of the IT Council and has a voice in its deliberations.

7. **Review of the IT Council:** The IT Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the Plan.

8. Amendments: Amendments to these Bylaws shall be provided to the IT Council members a minimum of seven calendar days in advance of any regular meeting. Approval shall require a two-thirds vote of the present and voting regular membership of the Council. Upon approval, a revised copy of the Bylaws shall be sent to the Senate Office.

APPENDIX 4
CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL

The University of Maryland at College Park is dedicated to higher learning, research, and public service. An intercollegiate athletic program can significantly contribute to the learning and the public service components of the Campus Mission. The operation of a successful athletic program fosters spirit, identity and a sense of pride within the campus community and provides talented student-athletes with the opportunity to enrich their collegiate experience through participation in a challenging and competitive athletic program. Excellence of the athletic program at College Park stems not only from successful competition, but more importantly, from the general involvement in the Campus milieu of student-athletes who will earn degrees and who in other respects, embody qualities with which the institution can identify. Most importantly, both athletic success and academic integrity are the crucial elements in judging the excellence of the athletic program at the University of Maryland at College Park.

The importance of faculty involvement and influence in the institutional control and operation of an excellent athletic program cannot be overestimated. Faculty advice and participation will enhance the integrity of the athletic program in terms of academic performance, rules compliance, and compatibility of athletic programs with the mission of the campus.

PURPOSE OF THE ATHLETIC COUNCIL

First and foremost, the Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council is the primary body, which advises the President on all matters relating to intercollegiate athletics. It is responsible for formulation and recommendation of policy matters affecting intercollegiate athletics and for monitoring the implementation of such policy by the intercollegiate athletics program. The Council, on behalf of the President, provides the necessary faculty input and participation in intercollegiate athletics as required by the Big Ten Conference, National Collegiate Athletic Association and the University of Maryland at College Park. The Council does not execute policy but serves to influence policy development and administration.

This document delineates the responsibilities, processes, and membership of the Athletic Council at the University of Maryland at College Park. It is expected that the Council will be proactive in its task of preparing policy recommendations and monitoring their implementation by the intercollegiate athletics program. The Council expects to have the full support of the Campus in the responsible performance of its duties.

FUNCTION/DUTIES OF THE ATHLETIC COUNCIL

The major function of the Athletic Council is to assist the President and the Director of Intercollegiate Athletics in the exercise of "institutional responsibility and control of intercollegiate athletics" as required by the constitution of the Big Ten Conference, the National Collegiate Athletic Association and the University of Maryland at College Park. The Council functions in advisory, compliance, liaison, and representative capacities. The Athletic Council shall meet at least four times each year, twice in each semester, and at such other times as needed to carry out the duties of the Council. Specific duties of the Council shall include but not be limited to the following:

1.   Promote an understanding of intercollegiate athletics among faculty, students, staff, alumni and other members of the University of Maryland at College Park community.

2.   Promote the adoption and implementation of appropriate policies for the admission and

continuing eligibility of student athletes at the University of Maryland at College Park.

3. Monitor the preparation of the athletic budget by the Athletic Director during the regular budgetary process and make recommendations to the Athletic Director and the President concerning sources (i.e. student athletic fees) and allocations of funds.

4. Participation in the selection process for the Director of Intercollegiate Athletics and the head coaches in all sports including, if possible, informal meetings of the final candidates with the Executive Committee in the interview process. A faculty member from the Athletic Council should be included on all search committees for head coaches.

5. Establish criteria and make recommendations, with the advice of the Athletic Director, regarding which sports shall be certified as intercollegiate sports.

6. Recommend policies concerning athletic schedules, practice, the number of contests to be played each year in each sport and the NCAA category of schools with which it is desirable to compete.

7. Establish guidelines for and make recommendations regarding the acceptance of invitations to post-season events, special holiday games, or other events outside the regular season schedule.

8. Review and formulate policies concerned with substance abuse that will provide protection to the health of student-athletes and ensure that such policies have a strong educational emphasis.

9. Review and endorse policy on physical facilities necessary for the conduct of a competitive Division I-A program.

10. Review and formulate policies on recruitment and the awarding of athletic grants and scholarships to student-athletes who meet eligibility standards.

11. Review and approve the criteria for departmental awards in recognition of athletic and academic achievement.

12. Review athletic event price schedules, seating priorities and allocation of tickets to various groups.

13. Monitor the advisement, academic support and counseling services available to student-athletes.

14. Review and formulate policy concerning the conduct of home athletic contests, particularly with respect to the protection and safety of participants and spectators.

15. Review and formulate policy regarding the expectations of and behavior of coaches and student-athletes.

16. Review and formulate policy regarding the expectations of and behavior of cheerleaders and their advisors.

17. Assist with the development of official reports to be submitted by the President for filing with the conference or appropriate associations.

18. Review with appropriate authorities the financial audits of the Department of Intercollegiate Athletics.

19.   Monitor the activities of the Department of Intercollegiate Athletics to make sure that they are
in   compliance with Conference (Big Ten) and Association (NCAA) bylaws, regulations and
        legislation.

In fulfilling its functions/duties, the Athletic Council

- must maintain confidentiality;

- shall have available to it complete information on all items which appear for its consideration and shall have full opportunity for discussion of each item before action is taken;

- shall have available full and current information on the financial, academic and related activities of the intercollegiate athletics program; and

- is authorized to recommend to the President the employment of experts from outside the Campus when their advice is needed.

RESPONSIBILITIES OF THE CHAIR OF THE ATHLETIC COUNCIL

The Athletic Council has a Chair who is selected by the President from the faculty. The duties of the Chair shall include:

1.   Serve as a spokesperson for the Council in all contacts with the media.

2.   Serve as the Faculty Representative to the Big Ten Conference and the National Collegiate Athletic Association (NCAA).

3.   Chair meetings of the Athletic Council and the Executive Committee of the Council.

4.   Call regular meetings of the Athletic Council and such special meetings as may be necessary.

5.   Prepare the agenda for meetings of the Athletic Council and of the Executive Committee of the Council.

6.   Represent the campus, as authorized by the President, at meetings of the NCAA, Big Ten, United States Intercollegiate Lacrosse Association, United States Olympic Committee, Intercollegiate Athletic Association of America, College Football Association and other groups which establish international, national and regional policies for intercollegiate athletics.

7.   Advise the President and serve as spokesperson to the faculty on behalf of the President on appropriate matters.

8.   Report to the President on all actions taken by the Athletic Council.

9.   Work with the Director of Intercollegiate Athletics in coordinating and carrying out the functions of the Athletic Council.

10.   Monitor activities of the Department of Intercollegiate Athletics and confer regularly with the President on matters which should come to the President's attention.

11.   Ensure that required reports and recommendations from the Athletic Council are provided to the President.

12.   Report to the President and the Athletic Director on the concerns of the Athletic Council   relative to athletics and to interpret to the faculty and other groups the University's athletic   policies and activities.

13.   Ensure that all actions of the Chair and the Executive Committee made on behalf of the Council are properly recorded and reported to the full membership of the Council in a timely manner.

14.   Coordinate with the President's Office all financial support necessary to carry out the duties of Chair, including the development of an annual budget for this support; and the approval of all requests for expenditures and expense reimbursements made for this purpose. The President's Office is the administrative unit responsible for providing appropriate financial support to the Chair of the Athletic Council/Faculty Athletic Representative, and for approving both the annual budget request for this support as well as all expenditures, and expense reimbursements made for this purpose.

15.   Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

RESPONSIBILITIES OF THE VICE CHAIR OF THE ATHLETIC COUNCIL

The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duties of the Vice-Chair shall include:

1.   Assist the Chair of the Council with conducting the business and meeting of the Council.

2.   Conduct meetings of the Council in the absence of the Chair.

3.   Write periodic articles for University publications about the actions of the Council.

4.   Serve on the Executive Committee of the Council.

5.   Coordinate the activities of and serve as an ex officio member to standing committees of the Council.

6.   Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

ATHLETIC COUNCIL MEMBERSHIP

Intercollegiate Athletics plays an important role in fostering pride and spirit in the University community. The Athletic Council membership is designed to be representative of this community and shall consist of faculty, administration, staff, students and alumni. The membership shall include minorities, women and men, and thorough consideration will be given to ensure a balanced representation on the Council. The Athletic Council shall consist of twenty voting and five non-voting members appointed by the President or elected by the Senate as follows:

Voting Members of the Athletic Council

- The Athletic Council has a Chair who is selected by the President from the faculty. The duration of the Chair's membership on the Council is determined by the President. The initial appointment is for a five year term which may be renewed by the President.

- The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duration of the Vice-Chair's membership on the Council is determined by the President. The initial appointment is for a three year term which may be renewed by the President.

- Seven faculty members of the Athletic Council will be elected by the Senate. These elected faculty members will serve for a three year period and are not eligible to serve a second consecutive three year period. The Senate should make every effort to assure diversity among the elected members.

- The Faculty member who is Chair of the Campus Affairs Committee of the Senate or a designee from the Committee who must be a faculty member is a member of the Athletic Council.

- One Academic Dean appointed by the Provost. The appointment is for a one year term which may be renewed by the Provost.

- Two staff members, one who is appointed by the President for a three year period and one who is elected for a three year period by the Senate. These staff members will serve on a staggered basis and are not eligible to serve a second consecutive three year period.

- The Vice President for Student Affairs.

- One representative from the "M" Club. The appointment is for one year.

- One representative from the Terrapin Club. The appointment is for one year.

- One student representative from the Student Government Association. The appointment is for one year.

- One undergraduate female athlete. The appointment is for two years and the student should maintain eligibility in her sport.

- One undergraduate male athlete. The appointment is for two years and the student should maintain eligibility in his sport.

- One graduate student. The appointment is for two years and the student should maintain good standing in the Graduate School.

Non-Voting Members of the Athletic Council

- The Director of Intercollegiate Athletics.

- A Representative from the President's Office.

- A Representative of the Office of General Counsel.

- The Director of the Student Health Services.

- The Director of the Office of Alumni Programs for the University of Maryland at College Park.

- A current head coach selected by the coaches as their representative. This appointment will be a one-year appointment with a three year limit.

In making all non-elected appointments to the Athletic Council, the President should solicit recommendations from the following advisory groups or persons: Executive Committee of the Athletic Council, President of the Student Government Association, President of the Graduate Student Government, Dean of the Graduate School, and Director of Intercollegiate Athletics. The term of office of all members of the Council shall begin with the first meeting of the new academic year.

Vacancies occurring on the Council due to resignation or other cause will be filled as they occur. If the vacancy is one of the members of the Council elected by the Senate, the Senate will be asked to elect a replacement to fill the vacancy. For all other vacancies, the President will solicit nominations from the appropriate groups and appoint a replacement to fill the remainder of the unexpired term. Persons appointed to fill a partial term on the Council will be eligible for election or appointment to a full term as appropriate for their membership category.

COMMITTEES OF THE ATHLETIC COUNCIL

Committees of the Athletic Council shall include an Executive Committee, Standing Committees of the Council, and Ad-Hoc Committees as needed. The major responsibilities and membership of these Committees of the Athletic Council follow.

1. **Executive Committee.** The membership of the Committee is as follows: The Chair of the Athletic Council who will serve as chair, the Vice-Chair of the Athletic Council, chairs of the five standing committees of the Athletic Council, the representative from the President's office, and a staff or student member of the Athletic Council. If one or more of the Chairs of the standing committees are not faculty, the membership of the Executive Committee will be adjusted to include four faculty in addition to the Chair. Total membership of the Executive Committee will not exceed eight at any time. The responsibilities of the Executive Committee shall include the following:

   - Meet on matters calling for immediate action and at times when meetings of the full Athletic Council are not possible.

   - Identify and assign problems to standing subcommittees and ad-hoc committees for study and receive reports from these committees.

   - Serve as the personnel committee of the Council upon request of the President.

   - Review compliance reports submitted by the Department of Intercollegiate Athletics and ensure that the Department is in compliance with all Conference and Association policies.

   - Advise the President on an emergency basis.

   - Recommend faculty and staff for membership on the Athletic Council.

2. **Standing Committees of the Athletic Council.** The Chair of the Athletic Council will select the Chairs of the Standing Committees and will appoint each committee and, with the exception of

the Academic Committee, will appoint each committee after soliciting volunteers from the Council membership.

a.   **Academic Committee.** All faculty members of the Council are members of the committee. The general role of the Academic Committee is to ensure that appropriate academic standards are established and maintained for all student-athletes and that all participants recognize the priority of successful academic performance by all student-athletes. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. In particular, the Committee shall have the following duties:

- Recommend policies and procedures regarding standards and criteria for admission of student-athletes.

- Recommend academic policies and procedures regarding standards and criteria for continuing eligibility of student-athletes to participate in intercollegiate sports.

- Consider and decide academic appeals of student-athletes concerned with eligibility.

- Review every semester the academic program and progress of student-athletes.

- Recommend policies for and monitor the activities of the academic support services provided to the student-athletes.

- Recommend policies regarding post-season and tournament participation by athletic teams.

- Recommend policies regarding scheduling and practice time.

b.   **Budget and Facilities Committee.** The general purpose of this Committee is to monitor but not manage those activities of the Athletic Department pertaining to budget and facilities. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, responsibilities of the Committee shall include the following:

- Monitor the preparation of the athletic budget(s) by the Director of Intercollegiate Athletics.

- Review and analyze for the Council the final budget(s) submitted by the Director of Intercollegiate Athletics to the President.

- Establish criteria and make recommendations, with the advice of the Director of Intercollegiate Athletics, regarding which sports shall be certified as intercollegiate sports.

- Review policies regarding the number and distribution of athletic scholarships to be awarded annually.

- Review and recommend policies for athletic event price schedules, seating priorities and allocation of tickets to various groups.

- Review and recommend policies regarding utilization and development of

intercollegiate athletic facilities.

- Monitor the financial accountability of the Department of Intercollegiate Athletics.

c. **Student Life Committee.** This Committee is concerned with all non-academic aspects of the student-athlete's involvement with the University. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and recommend policies concerning the nature and type of health screening and drug testing.

- Review and recommend policies regarding practice schedules.

- Review and recommend policies for determining when health and other non-academic factors will be used to restrict a student's involvement in intercollegiate athletics.

- Review and recommend policies for and monitor activities of non-academic support programs and placement services.

- Review and recommend policies regarding scholarship awards and retention of these awards.

- Review and recommend policies for housing assignments.

- Assist the Athletic Council in assuring the personal and social development of all student-athletes and their full integration into campus life.

d. **External Affairs Committee.** This Committee is concerned with external activities of the Department of Intercollegiate Athletics. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and endorse fundraising activities.

- Review and recommend policies for complementary distribution of tickets to athletic events.

- Review and recommend guidelines and/or policies for all sports marketing activities (i.e. sports camps, special events, endorsements, etc.)

- Review and recommend guidelines and/or policies for interactions with alumni and friends of the Athletic Department including the Terrapin Club, the "M" Club, and the Maryland Education Foundation.

- Review and recommend policies and/or guidelines for all media interactions.

e. **Professional Sports Counseling Panel (PSCP).** The PSCP is a committee of the Athletic Council authorized under NCAA by-law 12.3.4 to advise and assist student athletes in preparation for professional athletic careers. Consonant with its charge, the University of Maryland, College Park PSCP provides:

- Education and advice to student athletes about NCAA amateurism rules and professional sports careers.

- Oversight to the Athletic Department's implementation of University and NCAA regulations regarding contacts between student athletes and agents.

- Advice to the Athletic Council on matters related to its charge.

3.   **Ad-Hoc Committees.** The Chair of the Athletic Council, upon advice of the Council, will appoint Ad-Hoc Committees as needed. Membership on these committees will be on a volunteer basis or by appointment by the Chair of the Council after seeking advice from the Executive Committee.

MEETINGS OF THE ATHLETIC COUNCIL

The Chair of the Council serves as the spokesperson for the Council. Meetings of the Council are open only to Council members and invited guests. Individuals who are not members of the Council, but who wish to attend a specific meeting should seek the prior approval of the Chair. Information provided to Council members concerning specific personnel or compliance matters will not be divulged by individual members without permission of the Chair.

APPENDIX 5
PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE
COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF)

The Chair of CUSF is not a member of CUSF. Thus, if the Chair is from College Park, a replacement must be named. At the end of his/her term as Chair, if his/her term on CUSF is not finished, he/she resumes his/her position as a CUSF member.

The normal term for CUSF representatives is three (3) years, with two alternates serving three (3) year terms; if both alternates are elected at the same time, priority to be a replacement shall be in order of votes received. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received. The Office of the University Senate will identify a replacement alternate subject to confirmation by the Senate Executive Committee.

The University Senate will elect representatives to CUSF each spring. The Senate Nominations Committee will solicit candidates and will present a slate to the Chair of the Senate with at least one (1) candidate for each vacant position to be filled. At the Transitional Meeting of the Senate, faculty Senators will vote to elect representatives to CUSF. Each faculty Senator shall have as many votes as there are open positions. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person receiving the next most votes is declared alternate. The remaining person, in order of vote tally, will be asked to move into the alternate position if the previous paragraph comes in to play. A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate. If there are not sufficient candidates, or the pool of candidates is exhausted, representatives are chosen by the Executive Committee.

APPENDIX 6
PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE
COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS)

The mission of the Council of University System Staff (CUSS) is to provide a voice for Staff employee concerns in reference to basic decisions that affect the welfare of the University System of Maryland (USM) and its employees.

CUSS speaks for all non-exempt and exempt staff employees on Regular and Contingent II Status, who are not represented by a union under collective bargaining.

CUSS is comprised of Staff employees representing each USM institution and the USM Office (USMO). Institution membership is proportionate to the number of Staff employees at the individual institutions, with a minimum of two (2) primary members and two (2) alternate members per institution. Representation on CUSS from each constituent institution is apportioned according to the following formula: 1 to 999 eligible employees, 2 representatives; over 1000 eligible employees, 3 representatives. Staff at each constituent institution shall also select an alternate who shall substitute for a regular member of CUSS when needed. Alternates should be selected at the same time and in the same manner as regular members. A delegation may include more than one (1) alternate who is eligible to cast a vote for an absent member provided the member has given prior notification to the Chair of CUSS. The University of Maryland, College Park is entitled to three (3) representatives, and up to three (3) alternates.

As defined in 6.10.f of the Senate *Bylaws*, the Senate Staff Affairs Committee is responsible for administering the CUSS nomination and election process. Definitions of eligible staff shall be determined by the Board of Regents and CUSS. The CUSS elections will be administered in the spring semester every other year, as the terms of the current CUSS representatives are expiring. The Staff Affairs Committee will solicit candidates from the eligible staff population and will present ballots to the same population with at least one (1) candidate for each vacant position to be filled. Eligible staff employees will vote to elect representatives to CUSS. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person(s) receiving the next most votes are declared alternate(s). A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate.

New members shall begin their terms August 1. The normal term for CUSS representatives and alternates is two (2) years. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received.

APPENDIX 7
PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION

1. In accordance with Article 11 of the Plan, each College, School, Department and other Academic Program, and the Library, shall have a Plan of Organization.
    a. The Plan of Organization of each College, School, and the Library shall be reviewed by the University Senate according to the procedures detailed in section 2 of this appendix. All revisions to such Plans of Organization must be approved by the University Senate and the President prior to taking effect.
    b. The Plan of Organization of a Department or other Academic Program shall be reviewed and revised by the Faculty Advisory Committee of the College to which it belongs. In the review and revision of such Plans, the University Senate may act in an advisory capacity if asked to do so by the College.

2. Each College, School, and the Library shall review and revise its Plan of Organization in accordance with Article 11.3 of the Plan and shall submit it to the University Senate for review.
    a. Revised Plans of Organization shall be reviewed by the Senate Elections, Representation, and Governance (ERG) Committee for compliance with the University's Plan of Organization, University policy, and best practices of shared governance.
    b. The Senate Faculty Affairs Committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each Plan and any related documentation for compliance with the University's APT Policy. The Senate Faculty Affairs Committee shall also review the Appointment, Evaluation, and Promotion Policy and any related documentation for compliance with University policies on professional track faculty and the University's Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty.
    c. The ERG and Faculty Affairs Committees shall communicate any concerns or requested revisions to the respective College, School, or Library.
    d. Once all necessary revisions have been made, the ERG and Faculty Affairs Committees shall certify that they find the Plan to be in compliance and the revised Plan of Organization shall be submitted to the College Assembly or equivalent for approval.
    e. Upon approval of the College Assembly or equivalent, the ERG Committee shall submit the revised Plan and its accompanying report to the Senate Executive Committee for review and placement on the Senate Agenda.
    f. The revised Plan of Organization shall require final approval by the University Senate and the President.

3. During the initial implementation of a recently approved Plan of Organization, a College, School, or the Library may submit additional minimal or technical amendments to the Senate within one year of final approval by the University President. These revisions will undergo an expedited review process by the Senate ERG Committee, and by the Faculty Affairs Committee if appropriate. The committee(s) shall review only those amendments submitted by the College, School, or the Library, and shall not conduct a full review of the Plan. Upon approval by the ERG Committee (and the Faculty Affairs Committee, if necessary), the amendments shall be submitted to the College Assembly, the Senate Executive Committee, the Senate, and the President according to the procedures outlined above in section 2 d-f.

4. Until a revised Plan of Organization is approved by the University Senate and President, the version of the Plan of Organization of each College, School, and the Library that was most recently approved by the University Senate and President remains in effect, and provides the rules under which the College, School, or the Library must review and approve future revisions to its Plan. The University Plan of Organization supersedes any provisions in the Plan of any College, School, the Library, Department, or Academic Program that are in conflict with the purpose, applicability, or intent of the University Plan.

Dates of Approval, Updates and Amendments to the Senate Bylaws

Approved, Campus Senate, October 9, 1986

Approved, Board of Regents, February 6, 1987

Updated, July 11, 1988

Amended, February 13, 1986

Amended, December 7, 1986

Amended, May 7, 1990

Amended, September 13, 1990

Amended, November 15, 1990

Amended, October 14, 1993

Amended, December 6, 1993

Amended, March 31, 1994

Amended, April 18, 1994

Amended, May 5, 1994

Amended, November 10, 1994

Amended, August 28, 1996

Amended, May 15, 1997

Amended, March 5, 1998

Amended, April 2, 1998

Amended, April 6, 2000

Amended, February 12, 2001

Amended, September 19, 2002

Amended, February 3, 2003

Amended, October 16, 2003

Amended, April 19, 2004

Amended, April 4, 2005

Amended, May 15, 2007

Amended, May 8, 2008

Amended, October 16, 2008

Amended, February 9, 2009

Amended, May 4, 2009

Amended, November 12, 2009

Amended, March 3, 2010

Amended, February 9, 2011

Amended, May 4, 2011

Amended, March 8, 2012

Amended, April 19, 2012

Amended, May 2, 2013

Amended September 18, 2013

Amended, April 15, 2015

Approved after 2015 Plan of Org Review, May 4, 2015

Amended, November 20, 2015

Amended, December 14, 2015

Amended, February 18, 2016

Amended, March 18, 2016

Amended March 24, 2017

University Senate

SENATE LEGISLATION APPROVAL

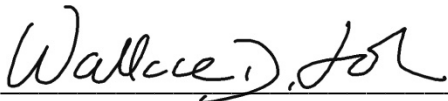| Date:	September 19, 2013
To:	Wallace D. Loh
From:	Vincent Novara Chair, University Senate
Subject:	IT Council Structure
Senate Document #:	12-13-45

I am pleased to forward for your consideration the attached legislation entitled, "IT Council Structure." Devin Ellis, Chair of the Elections, Representation, and Governance (ERG) Committee, presented the proposal. The University Senate approved the proposal at its September 18, 2013 meeting.

We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: IT Council Structure
Senate Document # 12-13-45

VN/rm

Cc: Mary Ann Rankin, Senior Vice President for Academic Affairs & Provost
        Reka Montfort, Executive Secretary and Director, University Senate
        Juan Uriagereka, Associate Provost for Faculty Affairs
        Terry Roach, Executive Assistant to the President
        Janet Turnbull, President's Legal Office
        Elizabeth Beise, Associate Provost for Academic Planning & Programs
        Sylvia B. Andrews, Academic Affairs
        Brian Voss, Vice President for Information Technology & CIO
        Michael Eismeier, Division of Information Technology

Approved: _____   Date: 09-23-2013

        Wallace D. Loh
        President

University Senate
TRANSMITTAL FORM

Senate Document #:	12-13-45
Title:	Revisions to the Structure and Membership of the University IT Council
Presenter:	Devin Ellis Chair, Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	May 6, 2013
Date of Senate Review:	September 18, 2013
Voting (highlight one):	1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	The Division of Information Technology (DivIT) is currently in the process of implementing its recently-approved Strategic Plan. An item from the Plan relates to creating a new structure for IT governance that more thoroughly engages the campus community in the long-term implementation of IT at UMD. On February 22, 2013, the SEC charged the ERG Committee with reviewing the structure and membership of the existing IT Council and making recommendations on its structure and function in relation to DivIT's request for enhanced governance of IT. The existing University IT Council is composed of three Deans, all Vice Presidents, three faculty members, a graduate student, an undergraduate student, and a University System of Maryland (USM) representative. The Council specification state that it shall be chaired by the Vice President and CIO for Information Technology, although in recent practice the Council has been chaired by the Provost. The IT Council meets only four or five times a year. Meetings generally consist of presentations on hot topics in IT rather than decision-making deliberations. DivIT would like to create a more robust and active governance structure focusing on four major governance areas: 1) infrastructure; 2) teaching and learning; 3) research; and 4) enterprise systems.
Relevant Policy # & URL:	Article 7, University of Maryland Plan of Organization: http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf

Recommendation:	- The ERG Committee recommends that the IT Council be restructured to consist of a Steering Committee and four Working Groups, in accordance with the specifications in its report. - The ERG Committee recommends that the Bylaws of the University Senate be amended to include a description of the membership and general structure of the IT Council. - The ERG Committee recommends that the first order of business for the new IT Council should be to create its own Bylaws, which should be submitted to the University Senate for approval, in accordance with Article 7 of the Bylaws of the University Senate.
Committee Work:	The ERG Committee reviewed the charge and considered different structures for a revised IT Council at its meetings on March 3, March 26, and April 17, 2013. The committee reviewed the current structure of the IT Council and met with the Planning and Projects Officer from DivIT throughout its review. The committee found that the current structure of the IT Council does not facilitate effective decision-making. DivIT indicated it would be more useful to simplify the Council to focus solely on the four governance areas. However, the ERG Committee felt strongly that a consortium of four groups without a coordinating body above them would run the risk of a) being relegated to a sub-Council status, or b) losing its connection to the Senate. The committee decided to recommend that the IT Council should retain a top-level Steering Committee responsible for oversight of four Working Groups focusing on the governance areas outlined by DivIT. In the recommendation, the Steering Committee for the IT Council should consist of a chair, the chairs of each Working Group, the Vice President and CIO (as a non-voting ex-officio), additional appropriate non-voting ex-officio members as appointed by agreement of the CIO and the SEC, and the following representatives already serving on a Working Group: one exempt staff member, one undergraduate student, one graduate student, one non-tenured research faculty member, and one tenured faculty member. The chair of the Steering Committee should also serve on one of the Working Groups. The Steering Committee should be responsible for reporting to the Vice President and CIO and the Senate, and should report to the Senate at least twice a year on its work. The committee recommends that the Working Groups represent

the major groups of stakeholders in IT life at the University and should have between eight and twelve members. The groups should be made up of a majority of faculty and staff not serving as administrators, and students. The committee outlined specific membership recommendations for each Working Group, and determined that members and chairs should be appointed in accordance with section 7.5 of the Bylaws. Each group should be charged with researching and making recommendations on IT issues. The Working Groups should not be restricted to working on charges and should address additional issues as they see fit. It is expected that the Working Groups would consult with and/or meet with the relevant staff members from the Division as appropriate.

In addition to the specifications of the IT Council, the ERG Committee also determined that the Bylaws of the University Senate should detail the specifications of the Council. Accordingly, the committee developed the following text to be inserted into Article 8 of the Bylaws:

"**8.3   IT Council:**

8.3.a   Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:

1)   Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
2)   Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.
3)   Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.

8.3.b   Membership: The IT Council Steering Committee shall consist of a chair (1), the chairs of the four (4) IT Council Working Groups, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one

	(1) undergraduate student, one (1) graduate student, one (1) non-tenured research faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex-officio member. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC. **8.3.c The Chair of the IT Council Steering Committee shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.** **8.3.d Working Groups: The IT Council shall create four standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division. The chair of each Working Group shall be appointed by the Committee on Committees, in consultation with the CIO, and shall serve a two year term. The four Working Groups shall be:** **1) Learning @ Technology** **2) Enabling Research** **3) Infrastructure** **4) Enterprise Systems** **8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate**."
Alternatives:	The Senate could reject the recommendation and the current structure of the IT Council would remain as the main source of IT governance at UMD. However, without such a change to the Council, DivIT may face difficulties in gaining the necessary engagement in decision-making related to IT.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	Senate approval, Presidential approval.

Senate Document 12-13-45

Revisions to the Structure & Membership of the University IT Council

May 2013

<u>BACKGROUND</u>

In February 2013, the University Senate approved the Strategic Plan for the Division of Information Technology (DivIT) at the University of Maryland (UMD). Following approval by the Senate and the President of the University, DivIT began the process of transforming its Plan into action, and asked the Senate Executive Committee (SEC) to work with it to address an item in the Strategic Plan related to shared governance. The Strategic Plan recommended creating a structure for IT governance which more thoroughly engages the university community in determining the long-term implementation of IT at UMD. On February 22, 2013, the SEC charged the ERG Committee with reviewing the structure and membership of the existing IT Council and making recommendations on its structure and function in relation to IT governance.

<u>CURRENT PRACTICE</u>

The IT Council is a jointly-sponsored university-level shared governance body whose purpose is to advise the Vice President and CIO for Information Technology on information technology issues at UMD. The Council is composed of three Deans selected by the Provost, all Vice Presidents, three faculty members appointed by the Senate, a graduate student selected by the Graduate Student Government (GSG), an undergraduate student selected by the Student Government Association (SGA), and a University System of Maryland (USM) representative. The Council's specifications state that it should be chaired by the Vice President and CIO for Information Technology, although in recent practice it has been chaired by the Provost.

In current practice, the IT Council meets only four or five times a year and does not fulfill the objectives laid out in the Strategic Plan. Meetings generally consist of presentations on hot topics in IT rather than decision-making deliberations. DivIT would like to create a more robust and active governance structure focusing on four major governance areas: 1) *infrastructure*; 2) *teaching and learning*; 3) *research*; and 4) *enterprise systems*.

<u>COMMITTEE WORK</u>

The ERG Committee began its review of the charge (Appendix 3) on March 3, 2013. The committee discussed the charge and the current structure of the IT Council, and met with the Planning and Projects Officer from the Division of Information Technology. The Planning and Projects Officer, who was selected by the Vice President and CIO to work as a liaison with the ERG Committee during its processes, explained that the current structure of the IT Council does not serve DivIT's needs, primarily because it is a large and cumbersome group that does not engage in decision-making deliberations. He noted that it may be useful to consider dismantling the council as it currently stands to create a more effective decision-making group. In particular, he shared that the Vice Presidents and Deans likely would not need to have such a defined presence on the Council, since they already have well-defined communication channels with the Vice President and CIO. He also indicated that the Vice President, in

conversation with his peers, had received feedback that indicated they found the existing process to be a less than optimal use of their time.

With this information in mind, the ERG Committee considered different configurations for a restructured IT Council. The various structures attempted to align the needs of DivIT with the existing rules and procedures for University Councils in the Bylaws of the University Senate. The committee ultimately focused on a structure with a top-level committee and four Working Groups that would report to it.

The committee spent much of its review discussing whether the IT Council should include such a top-level body. One structure considered by the committee included a large and formal top-level body, which included deans and vice presidents in its membership. Feedback from DivIT indicated that such a structure was precisely what the desired change was intended to avoid. DivIT felt it would be more useful to simplify the Council to focus on the four governance areas. However, the ERG Committee felt strongly that a consortium of four groups without a coordinating body above them would run the risk of a) being relegated to a sub-Council status, or b) losing its connection to the Senate. The latter point was reinforced by consulting the regulations for University Councils laid out in the Senate Bylaws, and by obtaining from the Senate Parliamentarian an opinion confirming that it would be difficult (if not impossible) to enforce a relationship between the Senate and the new IT Council if it did not adhere to certain fundamental, definitional standards (see Article 7 of the Bylaws in Appendix 2).

Ultimately, the committee proposed a structure that includes a streamlined Steering Committee responsible for oversight of the Working Groups. The Steering Committee's membership would consist of the chairs and some members of various Working Groups, in order to facilitate cooperation between the four groups and to assist the Steering Committee in seeing the full picture of the work of the IT Council.

The committee also discussed the composition and responsibilities of the Working Groups at length. The Working Groups would include members from: 1) *traditional shared governance constituencies*; 2) *administrative stakeholders*; and 3) *unique custodians and consumers of IT*, (see Appendix 1 for a full list of stakeholders). The committee discussed specific membership that might be critical for each Working Group. In total, each group would have eight to ten voting members. In terms of ex-officio membership, the committee agreed to give DivIT the flexibility to identify individuals to represent appropriate stakeholders on an annual basis. The committee discussed the reporting requirements for the Working Groups, and determined that they would report to DivIT or to the Steering Committee at its discretion.

In determining the appropriate requirements for chairs for the Steering Committee and the Working Groups, the committee reviewed Article 7 of the Bylaws of the University Senate. The Bylaws state that the chair of a University Council should be chosen by the Vice President with the input of the Senate, and should serve a three year term. The committee noted no concerns with that arrangement, but did wish that the chair should serve as a member of one of the Working Groups as well. The committee determined that the Working Group chairs should serve two year terms, in the hope of striking a balance between a desire for institutional memory and recognition of the time commitment involved in serving as chair.

As the committee developed a proposed structure for the revised IT Council, it also agreed that the Bylaws of the University Senate should contain the specifications of the IT Council, as they include the specifications of the University Library Council and University Research Council. Accordingly, the committee developed appropriate text to be inserted into Article 8 of the Bylaws.

At its meeting on April 17, 2013, the committee voted to recommend that the IT Council be restructured in accordance with the specifications described below. It also voted to recommend inserting the specifications of the IT Council into the Bylaws of the University Senate.

RECOMMENDATIONS

The Elections, Representation, & Governance Committee recommends that the IT Council be restructured to consist of a Steering Committee and four Working Groups, created in accordance with the specifications described below.

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to include a description of the membership and general structure of the IT Council.

The Elections, Representation, & Governance Committee recommends that the first order of business for the new IT Council should be to create its own Bylaws, which should be submitted to the University Senate for approval, in accordance with Article 7 of the Bylaws of the University Senate.

RECOMMENDED IT COUNCIL STRUCTURE

Recommended IT Council: The IT Council should be a consortium composed of four Working Groups as explained below. The Council should also include a Steering Committee, which should have responsibility for oversight of the four Working Groups, outlined below.

Purpose and Responsibilities:
The business of the IT Council should be:
1) To respond to requests from DivIT, an existing extra-divisional advisory body (such as the Council of Deans or the Student Tech Fee Committee), the University Senate, or any other campus stakeholder for guidance on IT policy and implementation.
2) To advise on DivIT's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and to fulfill all other responsibilities listed in Article 7 Section 4 of the Bylaws of the University Senate.
3) To initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.

Steering Committee

Membership: IT Council Steering Committee's membership should include:

1. A Chair
2. The four Working Group chairs
3. Vice President for IT and CIO, or designee, as non-voting ex officio
4. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC
5. One exempt staff person already serving on a Working Group
6. One undergraduate student already serving on a Working Group
7. One graduate student already serving on a Working Group
8. One non-tenured research faculty member already serving on a Working Group
9. One tenured faculty member already serving on a Working Group

Members should be appointed in accordance with section 7.5 of the Bylaws of the University Senate. The Chair of the IT Council Steering Committee should also be appointed in accordance with section 7.5 and should serve as a member of one of the Working Groups as well. The Steering Committee should meet at least once a year to report out on the Working Group to the SEC and Vice President and CIO.

Reporting: The Steering Committee should report either to the Vice President and CIO, or to the University Senate when responding to charges from the Senate Executive Committee. Twice a year, the IT Council Steering Committee should report to the SEC and the Senate on the work of its four groups. The CIO should be responsible for keeping the Council of Deans and Cabinet fully and appropriately apprised of the work of the IT Council, and should coordinate any requests or charges from the Cabinet and Deans to the appropriate Working Group.

Working Groups

Working Groups should be charged with carrying out research on issues and proposing recommendations. Each group should be responsible for advising on DivIT's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and should have all other responsibilities listed in 7.4.b of the Bylaws of the University Senate. The Working Groups should report their findings and recommendations either a) directly to the relevant DivIT unit or office; or b) to the Steering Committee. Each Working Group should be supported by and work with a Deputy CIO in the Division as designated by the CIO.

Working Groups should also be an incubator for issues and ideas, and should not operate only in response to charges. Working Groups should meet somewhere between eight and nine times per year, or approximately once a month.

Working Groups are designed to be nimble, and to bring together the concerns of key stakeholders from across the campus community, including consumers of IT resources, and those responsible for delivering those resources and planning for the future. It is expected that Working Groups would consult with and/or meet with relevant staff members from the Division as appropriate.

Membership: Working Groups should represent the three major groups of stakeholders in IT life at the University (Appendix 1). The groups generally should have between eight and twelve members, and a chair. A majority of members should be drawn from faculty and staff not serving as administrators, and students. Faculty, staff, and student members should be appointed in accordance with section 7.5 of the Bylaws of the University Senate. Appropriate *Administration Stakeholders* and *Unique Custodians & Consumers* should be selected by the CIO, in consultation with the Senate. Faculty and staff members should serve two year terms. Undergraduate and graduate student members may serve one year terms. Members appointed by the CIO should be reappointed annually as appropriate.

*Chairs***:** Each Working Group should have a chair, chosen by the Committee on Committees of the Senate in consultation with the CIO. Chairs should be appointed to serve a two year term, and may be reappointed for one additional two year term.

Recommended Working Groups:
Learning @ Technology
Remit: Classroom Support, Learning Support, Student Experience, Instructor Experience, Scholarly Enablement

Special Membership Recommendations: Membership should include at least one graduate student and one undergraduate student. At least one faculty member should be in a Non Tenure-Track instructional faculty category and at least one student member should also be a member of the Campus Student Technology Fee Advisory Committee (CSTFAC). The Director of CTE should be a member.

Enabling Research

Remit: Research Support Tools, Collaboration Tools, Data Storage and Access, IT and IP Issues

Special Membership Recommendations: At least one faculty member should be from the Non Tenure-Track Research category. The committee should include designees from the VP of Research and the Dean of the Graduate School.

Infrastructure
Remit: Physical Hardware/Software/Networking, Lifecycle Refresh, Security

Special Membership Recommendations: Membership should include at least one graduate student, one undergraduate student, and one staff member. At least one student member should also be a member of CSTFAC.

Enterprise Systems
Remit: Physical Infrastructure, Enterprise Business Systems

Special Membership Recommendations: This Working Group may not need to follow the general rule of a majority of non-administrator members appointed by the Senate. Generally speaking, more leeway should be allowed to the CIO in determining the membership of the Group. However, this group should include at least one staff member in its membership.

RECOMMENDED AMENDMENT TO THE BYLAWS OF THE UNIVERSITY SENATE

8.3   IT Council:

8.3.a   Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:

1) **Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.**
2) **Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.**
3) **Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.**

8.3.b   Membership: The IT Council Steering Committee shall consist of a chair (1), the chairs of the four (4) IT Council Working Groups, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) non-tenured research faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex-officio member. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC.

8.3.c   The Chair of the IT Council Steering Committee shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5

of these *Bylaws*. **The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.**

8.3.d   Working Groups: The IT Council shall create four standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division. The chair of each Working Group shall be appointed by the Committee on Committees, in consultation with the CIO, and shall serve a two year term. The four Working Groups shall be:

1) Learning @ Technology
2) Enabling Research
3) Infrastructure
4) Enterprise Systems

8.3.e   Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

APPENDICES

Appendix 1 – List of IT Consumers at UMD

Appendix 2 – Proposed Amended Bylaws of the University Senate

Appendix 3 – University Senate Executive Committee Charge on Revisions to the Structure and Membership of the University IT Council

LIST OF IT CONSUMERS AT UMD
- Defined as: large entities that provide, own, or consume specialized IT service(s) at UMD.

Traditional SG Constituencies
- Faculty
- Staff
- Undergraduate students
- Graduate students

Administration Stakeholders
- College IT Units
- VP Research
- Provost
  - Libraries
  - Undergraduate Studies
  - Graduate Studies
  - IRPA
  - Records & Registration
  - Admission & Enrollment
  - Personnel
- VP Admin
  - Facilities
  - Comptroller
  - Public Safety
  - Capital Projects
- VP Student Affairs
  - Resident Life/Resident Facilities
  - Dining Services
  - Stamp/OCP
- VP University Relations

Unique Custodians & Consumers
- UMIACS
- Other outposts of research computing centers including BSOS, CMNS (not served by UMIACS), Smith IT
- Maryland Cybersecurity Center
- University of Maryland Extension
- Maryland Technology Enterprise Institute (MTECH)
- Mid-Atlantic Crossroads
- Center for Teaching Excellence
- MPower
- Human-Computer Interaction Lab
- Future of Information Alliance
- Shady Grove

University Senate

CHARGE

Date:	February 25, 2013
To:	Devin Ellis Chair, Elections, Representation, & Governance (ERG) Committee
From:	Martha Nell Smith Chair, University Senate
Subject:	Revisions to the Structure & Membership of the University IT Council
Senate Document #:	12-13-45
Deadline:	March 30, 2013

The Senate Executive Committee (SEC) requests that the Elections, Representation & Governance (ERG) Committee review the structure and membership of the University Information Technology (IT) Council to ensure that it aligns with the principles in the new IT strategic plan, "Promoting Innovation: The University of Maryland Information Technology Strategic Plan."

Specifically, we ask that you:

1. Review the current structure of the IT Council and recommend whether it should be transformed into a three-dimensional governance body.

2. Consult with members of the Division of Information Technology regarding a structure for the body.

3. Recommend revised guidelines for the presiding officer of the body.

4. Recommend revised membership guidelines including faculty, staff, student, and ex-officio members of the body.

We ask that you submit your report and recommendations to the Senate Office no later than March 30, 2013. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

UNIVERSITY OF MARYLAND

UNIVERSITY SENATE

1100 Marie Mount Hall
College Park, Maryland 20742-4111
Tel: (301) 405-5805   Fax: (301) 405-5749
http://www.senate.umd.edu

SENATE LEGISLATION APPROVAL

Date:	April 24, 2015
To:	Wallace D. Loh
From:	Donald Webster
Chair, University Senate
Subject:	Addition of User Experience Working Group to the IT Council
Senate Document #:	14-15-10

I am pleased to forward for your consideration the attached legislation entitled, "Addition of User Experience Working Group to the IT Council." Jess Jacobson, Chair of the Elections, Representation, and Governance (ERC) Committee, presented the proposal. The University Senate approved the proposal at its April 23, 2015 meeting.

We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Addition of User Experience Working Group to the IT Council
            Senate Document # 14-15-10

DW/rm

Cc: Mary Ann Rankin, Senior Vice President and Provost
       Reka Montfort, Executive Secretary and Director, University Senate
       Juan Uriagereka, Associate Provost for Faculty Affairs
       Michael Poterala, Vice President and General Counsel
       Janet Turnbull, Office of General Counsel
       Elizabeth Beise, Associate Provost for Academic Planning & Programs
       Sylvia B. Andrews, Academic Affairs
       Eric Denna, Vice President and Chief Information Officer, Division of
       Information Technology
       Gerry Sneeringer, Director and Chief IT Security Officer, Division of
       Information Technology
       Michael Eismeier, Director, Division of Information Technology
       Chris Kernan, Project Manager, Division of Information Technology

Approved: _____   Date: 05-04-2015
          Wallace D. Loh
          President

Senate Document #:	14-15-10
Title:	Addition of User Experience Working Group to the IT Council
Presenter:	Jess Jacobson Chair, Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	April 9, 2015
Date of Senate Review:	April 23, 2015
Voting (highlight one):	1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	Upon approval of the "Promoting Innovation: The University of Maryland Information Technology Strategic Plan," the Division of Information Technology (DivIT) asked the Senate for assistance in revising the structure of the IT Council to encourage more robust IT governance. After consideration by the Senate ERG Committee, the Senate approved a revised IT Council structure in September 2013. During the first year of implementation of the new structure of the IT Council, DivIT found that the new structure did not incorporate an appropriate venue for consideration of the user experience of campus community members. In fall 2014, DivIT asked that the Senate consider revising the structure to include an additional Working Group focused on user experience. On October 24, 2014, the SEC charged the ERG Committee with reviewing the proposed addition to the IT Council.
Relevant Policy # & URL:	Article 8, Bylaws of the University Senate: http://www.senate.umd.edu/governingdocs/bylawsrevised09-18-13.pdf
Recommendation:	The ERG Committee recommends that the Bylaws of the University Senate be amended to include an additional Working Group focused on User Experience to the IT Council, and to provide brief descriptions of each Working Group of the Council.
Committee Work:	The ERG Committee reviewed the charge and considered the current Working Groups for the IT Council on October 27, 2014. The committee met with representatives from DivIT in December 2014 to discuss the rationale behind a new Working Group. DivIT envisions the new Working Group as focusing specifically on how faculty, staff, students, and other users interact with IT

services at UMD. Among other issues, the group will: consider what students are receiving in terms of an IT experience at UMD, and whether that aligns with what students expect and need; review whether systems and services are integrated; consider whether tools are modernized and easy to use; and address compliance with federal and state accessibility standards. As it gathers information for its work, the User Experience Working Group will determine how best to measure the experiences and needs of the campus community, so that all constituents can be involved in setting priorities based on community needs. The Working Group may utilize surveys or other tools to gather input.

As it considered the new Working Group, the ERG Committee found that there is value in having a separate Working Group dedicated to user experience. While other Working Groups may be composed of IT professionals or individuals with expertise related to specific tools or systems, the User Experience Working Group will have broader representation of faculty, staff, and students who are not experts but who use IT services regularly. Because of its broader membership, the User Experience Working Group will have a different core perspective, which will allow the IT Council to better assess needs and priorities across campus.

In its review, the ERG Committee assessed whether the information provided in the Senate Bylaws about the IT Council is adequate. The committee noted that the lack of descriptions related to Working Groups could prevent readers and potential volunteers from understanding the focus of each group. After discussion, the ERG Committee agreed to develop additional text for the Bylaws to summarize the purview of each Working Group.

In spring 2015, the ERG Committee considered whether an additional Working Group on cybersecurity should be created. After much consideration, DivIT and the IT Council agreed that the group should be advisory to the IT Council and to each of the Working Groups, and should not be a Working Group. The ERG Committee agreed that an advisory group would be appropriate.

Alternatives:	The Senate could reject the recommendation and the current structure of the IT Council would remain. However, without including an additional Working Group, DivIT may face difficulties in gaining the necessary feedback on the user experience with IT.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	Senate approval, Presidential approval.

Senate Elections, Representation, & Governance Committee

Senate Document #14-15-10

Addition of User Experience Working Group to the IT Council

April 2015

BACKGROUND

During the 2012-2013 academic year, the Division of Information Technology (DivIT) developed the "Promoting Innovation: The University of Maryland Information Technology Strategic Plan," which was approved by the University Senate and President in February 2013. Subsequently, DivIT asked the Senate Executive Committee (SEC) for assistance in carrying out a recommendation in the Strategic Plan for a more robust structure for IT governance. In the spring of 2013, the SEC charged the ERG Committee with considering revising the structure and membership of the IT Council to align with the needs identified by DivIT. The ERG Committee made a series of recommendations (Appendix 2) to restructure the Council to streamline its membership and focus on key areas of IT governance. In September 2013, the University Senate approved revisions to the structure of the IT Council.

During the first year of implementation of the new structure of the IT Council, DivIT found the new structure did not incorporate an appropriate venue for consideration of how the campus community is served by information technology services and programs. In the fall of 2014, the Vice President for Information Technology and Chief Information Officer returned to the SEC to ask that the Senate consider revising the structure of the IT Council to include an additional Working Group focused on the experience of users of IT services. On October 24, 2014, the SEC charged the ERG Committee with reviewing the proposed addition to the IT Council (Appendix 3).

CURRENT PRACTICE

In its previous work related to the IT Council (Appendix 2), the ERG Committee made recommendations to restructure the Council to be composed of a Steering Committee and four Working Groups. The Steering Committee is responsible for coordination and oversight of the Working Groups, and its membership consists of a chair, the chairs of each Working Group, one exempt staff member, one undergraduate student, one graduate student, one non-tenured research faculty member, and one tenured faculty member. In order to facilitate cooperation between the four groups and to assist the Steering Committee in seeing the full picture of the work of the IT Council, each member of the Steering Committee also serves on a Working Group. The Vice President and CIO or his or her designee serves as a non-voting ex-officio member, and additional non-voting ex-officio members may be appointed as needed.

The IT Council Working Groups are charged with performing research on issues before the Council and proposing recommendations on issues within their individual purviews. Currently, the four Working Groups of the IT Council are: Learning @ Technology, Enabling Research, Infrastructure, and Enterprise Systems. Working Groups report to the Steering Committee, or, when appropriate, to the relevant unit or office within DivIT.

COMMITTEE WORK

The ERG Committee began reviewing its charge on October 27, 2014. It reviewed the committee's past work on the structure of the IT Council, and considered the importance of the user experience in determining allocation of IT resources and planning for future developments in services and programs.

In December 2014, the ERG Committee met with the Director of Finance, Human Resources, Planning and Projects and with the Executive Assistant to the Vice President and Chief of Staff from DivIT to discuss the rationale behind a new Working Group focused on the user experience.

The ERG Committee learned that in the past year, the IT Council Working Groups have become more influential in IT decision making, and as they move forward, the Working Groups will explicitly set the course for DivIT in terms of investments, priorities, and decision making. As it began setting up its Working Groups, DivIT recognized a need for an additional group to provide the perspective of IT users in its decision making processes.

DivIT envisions the new Working Group as focusing specifically on how faculty, staff, students, and other users interact with IT services at UMD. The group's first focus will be on the general student experience with IT; it will consider what students are receiving in terms of an IT experience when they come to UMD, and whether that aligns with what students expect and need. The group will consider whether systems and services are integrated and whether tools are modernized and easy to use. The group will also consider compliance with federal and state accessibility standards. As it gathers information for its work, the User Experience Working Group will need to determine how best to measure the experiences and needs of the campus community, so that all constituents can be involved in setting priorities based on community needs. The Working Group may utilize surveys or other tools to gather input, depending on the issues under consideration.

The ERG Committee considered the role of users in IT decision making, and noted that the user experience should be a consideration for all IT Council Working Groups. However, the committee agreed that there is value in having a separate Working Group dedicated to the user experience as well. The committee noted that other Working Groups may be composed of IT professionals or individuals with expertise related to specific tools or systems, whereas the User Experience Working Group would have broader representation of faculty, staff, and students who are not experts but who use IT services regularly in the course of their work or study at the University. Because of its broader membership, the User Experience Working Group will have a different core perspective than the other Working Groups, and its perspective will allow the IT Council to better assess needs and priorities across campus.

In addition to considering the new User Experience Working Group, the ERG Committee considered whether the information included in the Senate Bylaws related to the Working Groups is adequate. The committee noted that the current language in the Bylaws does not include a description of the purview of each Working Group. The committee suggested that the differences between Working Groups would be better understood by readers and by potential volunteers if more information were included in the Senate Bylaws. After deliberation, the ERG Committee agreed to develop additional text for the Bylaws to summarize the purview of each Working Group.

In January 2015, as the ERG Committee put forward its recommendations to the Senate Executive Committee for review, the Senate Office received a request from DivIT to consider an additional Working Group to focus on issues related to cybersecurity. Because of this request, the SEC returned this report to the ERG Committee to consider a cybersecurity Working Group.

The ERG Committee communicated with DivIT in February and March 2015 about the purpose for a new group and how best to integrate it into the IT Council. After much consideration, DivIT and the IT Council agreed that a new group on cybersecurity should be an advisory group rather than a Working Group. An advisory group would be able to advise each of the Working Groups and the full IT Council more effectively, and could include in its membership subject matter experts or professionals with experience on security issues. In the proposed structure, any decisions related to cybersecurity would be the responsibility of the IT Council Steering Committee, which ensures that security decisions are being made through a shared governance process.

On March 30, 2015, the ERG Committee discussed the decision made by the IT Council and agreed that creating an advisory group on security issues rather than a Working Group would be appropriate. Since advisory groups may be formed as needed without requiring amendment to the Senate Bylaws, no changes were made to the recommendations below to incorporate a cybersecurity advisory group.

RECOMMENDATIONS

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to include an additional Working Group focused on User Experience to the IT Council, and to provide brief descriptions of each Working Group of the Council.

RECOMMENDED AMENDMENTS TO THE BYLAWS OF THE UNIVERSITY SENATE

8.3   **University IT Council:**

    8.3.a   Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:

        1)   Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.

        2)   Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.

        3)   Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.

    8.3.b   Membership: The IT Council shall consist of a Chair (1), the chairs of the ~~four~~ **five** (~~4~~**5**) IT Council Working Groups, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) professional track faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex officio member. Additional non-voting ex officio members may be appointed as needed, by agreement between the CIO and the Senate Executive Committee.

    8.3.c   The Chair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.

8.3.d   Working Groups: The IT Council shall create ~~four~~ **five** standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division. The chair of each Working Group shall be appointed by the CIO and shall serve a two-year term. The ~~four~~ **five** Working Groups shall be:

1)   Learning @ Technology**, which focuses on IT portfolio related decisions regarding technology for classroom support, learning support, and scholarly enablement;**

2)   Enabling Research**, which focuses on IT portfolio related decisions regarding tools that support research, such as collaboration tools, data storage and access, and other research computing initiatives;**

3)   Infrastructure**, which focuses on IT portfolio related decisions regarding physical hardware and investments needed to support University IT service offerings;**

4)   Enterprise Systems**, which focuses on IT portfolio related decisions regarding enterprise administrative software and systems used by faculty, staff, and students on a daily basis; and**

5)   User Experience, which focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.

8.3.e   Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

APPENDICES

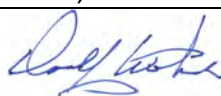Appendix 1 – Proposed Amended Bylaws of the University Senate

Appendix 2 – ERG Committee Report on Revisions to the Structure & Membership of the University IT Council (Senate Document #12-13-45)

Appendix 3 – University Senate Executive Committee Charge on Addition of User Experience Working Group to the IT Council

University Senate
CHARGE

Date:	October 24, 2014
To:	Jess Jacobson Chair, Elections, Representation, & Governance Committee
From:	Donald Webster Chair, University Senate
Subject:	Addition of User Experience Working Group to the IT Council
Senate Document #:	14-15-10
Deadline:	December 19, 2014

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the attached proposed revision to the IT Council structure and evaluate whether an additional working group focused on "user experience" should be added.

Specifically, we ask that you:

1. Consult with the Director of Finance, Human Resources, Planning and Projects within the Division of Information Technology on the need for a working group on user experience.

2. Consider whether the proposed working group on user experience will help address the information technology needs of the campus.

3. Consider whether the chair of the proposed working group should be a voting member of the IT Council Steering Committee.

4. Consider whether any additional working groups should be added to the IT Council to address any needs not being met by the existing and proposed groups.

5. If appropriate, recommend changes to the Senate Bylaws.

We ask that you submit your report and recommendations to the Senate Office no later than December 19, 2014. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

DW/rm

UNIVERSITY OF MARYLAND

UNIVERSITY SENATE

1100 Marie Mount Hall
College Park, Maryland 20742-4111
Tel: (301) 405-5805 Fax: (301) 405-5749
http://www.senate.umd.edu

SENATE LEGISLATION APPROVAL

Date:	March 10, 2016
To:	Wallace D. Loh
From:	Willie Brown Chair, University Senate
Subject:	Revisions to the IT Council Section of the Senate Bylaws
Senate Document #:	15-16-04

I am pleased to forward for your consideration the attached legislation entitled, "Revisions to the IT Council Section of the Senate Bylaws." Jess Jacobson, Chair of the Elections, Representation, and Governance Committee, presented the proposal. The University Senate approved the proposal at its March 9, 2016 meeting.

We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Approval of the Revisions to the IT Council Section of the Senate Bylaws Senate Doc. No. 15-16-04

WB/rm

Cc: Mary Ann Rankin, Senior Vice President and Provost
        Reka Montfort, Executive Secretary and Director, University Senate
        Michael Poterala, Vice President and General Counsel
        Eric Denna, Vice President for Information Technology and Chief Information Officer
        Alison Robinson, Assistant Vice President, Division of Information Technology
        John Bertot, Associate Provost for Faculty Affairs
        Elizabeth Beise, Associate Provost for Academic Planning & Programs
        Sylvia B. Andrews, Academic Affairs
        Jess Jacobson, Chair of the Elections, Representation, and Governance Committee
        Andrew Baden, Chair of the IT Council

Approved: _____   Date: _____03-18-2016_____
          Wallace D. Loh
          President

University Senate
TRANSMITTAL FORM

Senate Document #:	15-16-04
Title:	Revisions to the IT Council Section of the Senate Bylaws
Presenter:	Jess Jacobson, Chair, Senate Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	January 21, 2016
Date of Senate Review:	March 9, 2016
Voting (highlight one):	1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	Since the 2012-2013 academic year, the University Senate and the Division of Information Technology (DIT) have been working together to establish a new framework for a robust structure of IT governance. During summer 2015, the Vice President for Information Technology and Chief Information Officer (CIO) requested a revision to the structure of the IT Council. The IT Council recently formed an IT Security Advisory Committee to serve as an advisor to the IT Council and to each of the Working Groups, and the VP and CIO requested that the chair of the IT Security Advisory Committee be included on the IT Council as a voting member. In August 2015, the Senate Executive Committee (SEC) charged the ERG Committee with considering whether revisions to the IT Council's membership would be appropriate.
Relevant Policy # & URL:	http://www.senate.umd.edu/governingdocs/2015Bylaws.pdf
Recommendation:	The ERG Committee recommends that the Senate Bylaws be revised to include the chair of the IT Security Advisory Committee as a member of the IT Council and to reflect current administrative structures within the Division of Information Technology, as indicated in the revised Bylaws immediately following this report.
Committee Work:	The ERG Committee began reviewing its charge in September 2015. It reviewed its past work related to the IT Council, and discussed the role of the IT Security Advisory Committee (ITSAC) in DIT and the IT Council. The ERG Committee met with a representative from DIT during its review and learned that the ITSAC was created in 2015 as a result

	of the impact security considerations have on all IT decision making today. The ITSAC is advisory to the IT Council and each of the Working Groups, and is intended to work both reactively and proactively, reacting to problems that arise related to security threats and making decisions on how best to prepare for and prevent IT security issues. The ITSAC reports to the full IT Council. The ERG Committee considered the value of adding the chair of the ITSAC to the IT Council, and learned that DIT is not discussing any additional revisions to the IT Council's structure. In meeting with a representative from DIT, the ERG Committee also noted that existing language in the Senate Bylaws related to DIT staff support for the IT Council would need to be updated as well, given a recent reorganization in the staff of the Division. After discussion, the ERG Committee voted unanimously in favor of recommending a revision to the Senate Bylaws to include the chair of the ITSAC as a member of the IT Council and to revise language to reflect the Division's current administrative structure.
Alternatives:	The Senate could reject the recommendation and the current structure of the IT Council would remain. However, without these revisions, the IT Council may not have the input it needs on issues related to security before the Council.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approval Required:	Senate approval, Presidential approval.

Senate Elections, Representation, & Governance Committee

Report on Senate Document # 15-16-04

Revisions to the IT Council Section of the Senate Bylaws

January 2016

2015-2016 ERG Committee Members

Jess Jacobson, Chair
Kathleen Denz, Ex-Officio VP IRPA Rep
Cynthia Trombly Allen, Ex-Officio Director of Human Resources Rep
Alice Altstatt, Faculty
Virginia Brown, Faculty
Toby Egan, Faculty
Charles Fenster, Faculty
Andrew Horbal, Faculty
Anne Raugh, Faculty
Holly Rollins, Exempt Staff
Cliffornia Royals Pryor, Non-Exempt Staff
Kevin Fitzgerald, Graduate Student
Kimberley Hannah, Graduate Student
Sudeep Roy Choudhury, Undergraduate Student
Leslie Joy, Undergraduate Student

BACKGROUND

Since the 2012-2013 academic year, the University Senate and the Division of Information Technology (DIT) have been working together to establish a new framework for a robust structure of IT governance. In spring 2013, the Senate ERG Committee was charged to revise the structure and membership of the University IT Council to align with the needs identified by DIT; a revised IT Council structure was approved by the Senate and the President in September 2013 (Senate Document #12-13-45). During the 2014-2015 academic year, the Division proposed incorporating a Working Group focused on how the campus community is served by information technology services and programs to the IT Council. The Senate and President approved revisions proposed by the Senate ERG Committee in April 2015 to create a User Experience Working Group (Senate Document #14-15-10).

During the summer of 2015, the Vice President for Information Technology and Chief Information Officer (CIO) contacted the Senate Office and requested an additional revision to the structure of the IT Council. The IT Council recently formed an IT Security Advisory Committee to serve as an advisor to the IT Council and to each of the Working Groups, and the VP and CIO requested that the chair of the IT Security Advisory Committee be included on the IT Council as a voting member. In August 2015, the Senate Executive Committee (SEC) charged the ERG Committee with considering whether revisions to the IT Council's membership would be appropriate (Appendix 2).

CURRENT PRACTICE

The University IT Council in its current structure is composed of the Council, five Working Groups focused on particular areas of IT that report to the Council and the Division, and the newly-established IT Security Advisory Committee. The IT Council is composed of a chair, the chairs of each of the five Working Groups, one exempt staff member, one undergraduate student, one graduate student, one professional track faculty member, and one tenured faculty member. In order to facilitate cooperation between the Council and the Working Groups, each member of the Council also serves on a Working Group. The Vice President and CIO, or his or her designee, serves as a non-voting ex-officio member, and additional non-voting ex-officio members may be appointed as needed.

COMMITTEE WORK

The ERG Committee began reviewing its charge in September 2015. It reviewed its past work related to the IT Council, and discussed the role of the IT Security Advisory Committee in DIT and the IT Council.

During its work on a related charge in spring 2015 (Appendix 1), the ERG Committee spoke with DIT about the creation of the IT Security Advisory Committee (ITSAC). As it discussed establishing a new Working Group for the IT Council, DIT and the ERG Committee also considered whether the IT Council should include a Working Group on security. DIT and the ERG Committee ultimately agreed that a security-related group should be advisory to the entire IT Council and each of the Working Groups, rather than being established as a Working Group. However, the ERG Committee and DIT did not discuss at that time whether the chair of the advisory group should be represented on the IT Council.

In October 2015, the ERG Committee met with the Assistant Vice President and Deputy CIO for Service Strategy, Operations, and Business Support from DIT to discuss the proposal. The Assistant Vice President and Deputy CIO explained that DIT created the ITSAC in 2015 in part because it recognizes the integral role security now plays and will continue to play in all decision making in the Division. The ITSAC is intended to work both reactively and proactively, in that it reacts to problems that arise related to security threats, and it also makes decisions on how best to prepare for and prevent IT security issues. The ITSAC has broad representation of constituencies, and one of its first tasks was conducting a survey

of campus IT security and developing a baseline of UMD's approach to IT security so that it can make recommendations on how to improve security. The Assistant Vice President and Deputy CIO noted that recommendations from the ITSAC will be reviewed by the full IT Council.

The ERG Committee inquired whether any additional Working Groups or Advisory Groups need to be created and included in the structure of the IT Council at this time. The Assistant Vice President and Deputy CIO stated that there are currently no discussions in DIT to further expand the IT Council. The ERG Committee also discussed an additional revision noted in the proposal related to staff support for the IT Council within the Division. The Bylaws currently state that each Working Group will work with the appropriate Deputy CIO in the Division; DIT recently underwent a reorganization of staff and units, and as a result, currently only has one Deputy CIO. The Assistant Vice President and Deputy CIO confirmed that the language should be revised to state that the Working Groups will work with an appropriate Division staff member as identified by the CIO. The ERG Committee saw no concerns with this revision.

After additional discussion, the ERG Committee agreed that revising the membership of the IT Council to include the chair of the ITSAC as a voting member would be beneficial to the Council's work. At its meeting on November 6, 2015, the ERG Committee voted unanimously in favor of recommending revisions to the Bylaws to add a new seat for the Chair of the ITSAC to the University IT Council and to revise the language related to appropriate staffing from the Division.

RECOMMENDATIONS

The ERG Committee recommends that the Senate Bylaws be revised to include the chair of the IT Security Advisory Committee as a member of the IT Council and to reflect current administrative structures within the Division of Information Technology, as indicated in the revised Bylaws immediately following this report.

APPENDICES

Appendix 1 – Addition of User Experience Working Group to the IT Council, Senate Document #14-15-10

Appendix 2 – Senate Executive Committee Charge on Revisions to the IT Council Section of the Senate Bylaws

University Senate
CHARGE

Date:	August 31, 2015
To:	Jess Jacobson Chair, Elections, Representation, & Governance Committee
From:	Willie Brown Chair, University Senate
Subject:	Revisions to the IT Council Section of the Senate Bylaws
Senate Document #:	15-16-04
Deadline:	December 15, 2015

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the attached proposed revision to the IT Council structure and provisions.

Specifically, we ask that you:

1. Consult with the Deputy Chief Information Officer within the Division of Information Technology.

2. Consider whether the Chair of the IT Security Advisory Committee should be a voting member of the IT Council Steering Committee.

3. Revise the language in the Senate Bylaws to align with the recent reorganization of the Division of Information Technology.

4. If appropriate, recommend changes to the Senate Bylaws.

We ask that you submit your report and recommendations to the Senate Office no later than December 15, 2015. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

WB/rm

Name:	Reka S. Montfort
Date:	August 10, 2015
Title of Proposal:	Revisions to the IT Council Section of the Senate Bylaws
Phone Number:	X55804
Email Address:	reka@umd.edu
Campus Address:	1100 Marie Mount Hall
Unit/Department/College:	Office of the University Senate
Constituency (faculty, staff, undergraduate, graduate):	Staff
Description of issue/concern/policy in question:	The Vice President for Information Technology and Chief Information Officer has requested that the chair of the IT Security Advisory Committee be included on the IT Council as a voting member because this position interacts with all of the chairs of the various IT Council working groups. In addition, the Division of Information Technology was recently reorganized so the language in 8.3.d must be revised to align with those changes.
Description of action/changes you would like to see implemented and why:	Revisions to the Senate Bylaws as follows: 8.3.b Membership: The IT Council shall consist of a Chair (1), the chairs of the five (5) IT Council Working Groups, **chair of the IT Security Advisory Committee,** and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) professional track faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex officio member. Additional non-voting ex officio members may be appointed as needed, by agreement between the CIO and the Senate Executive Committee. 8.3.d Working Groups: The IT Council shall create five standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate ~~Deputy CIO in the~~ Division **of Information Technology staff appointed by the CIO**. The chair of each Working Group shall be appointed by the CIO and shall serve a two-year term. The five Working Groups shall be:

UNIVERSITY SENATE

ERG COMMITTEE

Background Research for Senate Document #16-17-31

History of Provost's Representation on the IT Council

From its inception in late 2004 through 2013, the Provost was a member of the IT Council by virtue of his/her role as a vice president. From 2010-2013, the Provost also chaired the IT Council. When the Council was restructured in 2013 following adoption of a new strategic plan, all the VPs (including the Provost) and Deans were removed.

IT Council Timeline

In the fall of 2004, VP/CIO Jeff Huskamp launched an "IT Council," which was intended as a forum for deans and the VPs to discuss significant IT issues facing campus. In December 2004, Huskamp and Senate Chair Art Popper discussed establishing the IT Council as a formal University Council. Popper's successor, Adele Berlin, continued to recommend this approach to Huskamp. In September 2005, a director in DIT submitted a draft "Proposal to Establish a Senate Information Technology Council" to the Senate Director. Later that month, however, the IT Council decided to postpone consideration of the proposal until the following year but no further action was taken on that particular proposal.

In the summer of 2009, Huskamp indicated that it would be preferable that the IT Council be chaired by someone other than the VP/CIO. Given councils are advisory to the administrative unit head, the Senate Chair agreed. In July 2010, interim VP/CIO JaJa and his administrative team also supported that change, and discussed it with the Provost. Ultimately, this led to the Provost chairing the Council until its 2013 reorganization and incorporation into the Senate structure.

Following the creation of the IT Strategic Plan in 2013, the ERG Committee worked with DIT to restructure the IT Council. The Planning and Projects Officer, appointed by the VP/CIO, indicated DIT's desire to streamline what was perceived as a large and cumbersome committee. He suggested there was no compelling reason to incorporate VPs and Deans, as they already have well-defined communication channels with the VP/CIO. There was no specific discussion about the Provost's role on the Council in either the ERG Committee or the SEC. The final structure that is still in place today does not include seats for the VPs and Deans.

IT Council Membership

2004-2009
- 5 Deans selected by the Provost
- The VPs (CIO as chair)
- A USM representative
- 3 faculty members
- SGA appointee
- GSG appointee

2009-2010
- 3 Deans selected by the Provost
- The VPs (CIO as chair)
- A USM representative
- 3 faculty members
- SGA appointee
- GSG appointee

2010-2013
- 3 Deans selected by the Provost
- The VPs (Provost as chair, CIO non-voting ex-officio)
- A USM representative
- 3 faculty members
- SGA appointee
- GSG appointee

2013-present
- A chair appointed by the VP/CIO and Senate Chair
- The chairs of the 5 working groups
- The chair of the IT Security Advisory Committee
- 1 exempt staff member*
- 1 undergraduate student*
- 1 graduate student*
- 1 PTK faculty member*
- 1 tenured faculty member*
- VP/CIO (non-voting ex-officio)
- Representative from the Libraries (non-voting ex-officio)

   * members of one of the working groups

Recent Senate Action Related to the IT Council

IT Council Structure (Senate Document #12-13-45)

In February 2013, the University Senate approved the Information Technology Strategic Plan for the Division of Information Technology (DIT). Responding to a request from the Director of IT and CIO (Brian Voss), the Senate Executive Committee charged the ERG Committee with reviewing the charge and structure of the IT Council.

The ERG Committee met with DIT's Planning and Projects Officer, who indicated DIT's desire to streamline what it thought was a large and cumbersome body. In consultation with DIT, the committee carefully considered various structures. It ultimately recommended that the IT Council retain a top-level Steering Committee to provide oversight of its Working Groups. The Steering Committee was streamlined by removing the University vice presidents and representation for the deans.

The IT Council specifications were incorporated into the University Bylaws, and a new structure with four Working Groups was established. Those groups included:

1. **Learning @ Technology**
2. **Enabling Research**
3. **Infrastructure**
4. **Enterprise Systems**.

Addition of User Experience Working Group to the IT Council (Senate Document #14-15-10)

After its first year operating under the new structure approved in 2013, DIT asked the Senate to consider creating an additional Working Group. The committee spoke with representatives of DIT, who described the need for a group that could provide the IT Council input on a range of issues related to how users interact with technology on campus. Existing Working Groups were composed of IT professional and other individuals with expertise related to particular tools and systems; the committee identified a need for a broadly representative

body encompassing faculty, staff, and students who regularly use DIT services, and recommended formation of a User Experience Working Group.

As part of its work, the committee also considered adding a body devoted to cybersecurity issues. After consultation with DIT, the committee decided that an advisory group would be more appropriate than an additional Working Group. Such a body could advise the other Working Groups, and include in its membership subject matter experts and experienced professionals. Given Councils may form such advisory groups on their own, no changes to the University Bylaws were needed.

The committee recommended creating an additional User Experience Working Group that "focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met."

Revisions to the IT Council Section of the Senate Bylaws (Senate Document #15-16-04)

The cybersecurity group discussed during the committee's work on 14-15-10 was convened later in 2015 as the IT Security Advisory Committee (ITSAC). When originally discussing the advisory committee, ERG had not addressed whether the advisory committee's chair should also be a member of the IT Council. In response to a request from the CIO, the SEC charged the ERG Committee with considering whether such a relationship was useful. The committee spoke with representatives from DIT, who indicated that the ITSAC had come to play an important role in nearly all decision making in DIT. The committee agreed that formalizing the relationship between ITSAC and the IT Council would be prudent. It also considered proposed revisions to the IT Council section of the Bylaws that adjusted which DIT officers are responsible for supporting each Working Group.

The committee recommended making the chair of the IT Security Advisory Committee a member of the IT Council, and proposed revisions to the IT Council section of the Bylaws that better reflected the administrative structure in DIT.

Modify the Membership of the Information Technology Council to Include a Representative of the University Libraries (Senate Document #15-16-18)
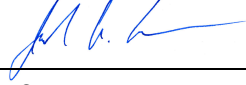
In early 2016, the ERG Committee recommended that the membership of the University Library Council be amended to include a representative of DIT. The ERG Committee was then charged with considering adding a representative from the Libraries to the IT Council. The committee learned that both DIT and the Libraries are strategic partners who frequently work together to enable IT services on campus. DIT fully supported the proposal.

The committee recommended that a non-voting ex-officio representative from the University Libraries be added to the IT Council.

University Senate
CHARGE

Date:	May 5, 2017
To:	Marc Pound Chair, Elections, Representation & Governance Committee
From:	Jordan A. Goodman Chair, University Senate
Subject:	University IT Council Bylaws
Senate Document #:	16-17-31
Deadline:	October 13, 2017

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the University Information Technology (IT) Council Bylaws and the specifications for the IT Council in the Senate Bylaws.

Specifically, we ask that you:

1. Revise the Senate Bylaws to incorporate the IT Council Bylaws as an appendix.

2. Consider how the IT Council specifications in the Senate Bylaws should be revised.

3. Review the Addition of a Representative of the Provost to the IT Council Membership (Senate Doc. No. 16-17-35) proposal and consider whether a non-voting ex-officio representing the Senior Vice President & Provost should be added to the IT Council.

4. Recommend any necessary changes to the Senate Bylaws.

We ask that you submit a report to the Senate Office no later than October 13, 2017. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachments

JAG/rm

BYLAWS OF THE UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

1. **Charge to the Information Technology (IT) Council**: The University IT Council has the responsibility to facilitate alignment of vision, priorities, and pace of IT investments and to recommend IT policies to the University Senate and administration.The IT Council is supported by Working Groups, which facilitate campus-wide communication related to IT matters.

   A. **The Council's Responsibilities to the University Senate:**

      1) Advise on strategic issues involving the University's use of information technology, information security, access, retrieval and content stewardship, and telecommunication and knowledge dissemination.

      2) Bring IT initiatives and proposals to the Senate for consideration and review.

      3) Keep the Senate informed of strategic IT matters through periodic updates.

      4) Respond to charges sent to the IT Council by the Senate Executive Committee.

      5) Provide an annual written report of the IT Council's activities.

   B. **The IT Council's Responsibilities to the Vice President for Information Technology and Chief Information Officer (CIO):**

      1) Advise on policy recommendations related to campus technology facilities, equipment, software, and services - particularly in the areas of computing (both academic and administrative), networking, and telecommunications.

      2) Advise on IT planning, including strategic and other major planning for information technology operation and development.

      3) Advise on the Division of Information Technology's administrative policies and practices.

      4) Respond to requests for review, analysis, and advice made by the Vice President for Information Technology and CIO.

   C. **The IT Council's Responsibilities to Deans, the Campus Student Technology Advisory Fee Committee, and Campus Community:**

      1) Ensure the distribution of information concerning available campus technology services and how they might be best used to serve the campus community.

      2) Seek input from current and prospective users concerning types of technology services the campus can provide.

3) Respond to input from current users concerning the quality of campus technology services.

D. **To Fulfill Its Responsibilities, the IT Council May**:

1) Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community.

2) Conduct open hearings on major issues concerning the Division of Information Technology and its activities.

3) Communicate directly with the campus community on concerns related to the Division of Information Technology's services and policies.

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2) The four faculty Working Group chairs and the chair of the IT Security Advisory Committee shall be appointed for staggered two-year terms. No faculty member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.

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7) The Vice President for Information Technology and CIO, or a designee, shall serve as a non-voting ex-officio member of the IT Council.

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2) IT Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from the various disciplines on campus ranging from the arts and humanities and social sciences to the physical and biological sciences and engineering.

C. **The Appointment Process:** In the spring of each year, the Senate Office shall notify the Vice President for Information Technology and CIO and the Chair of the Senate of the appointments required for the following academic year. The Vice President for Information Technology and CIO and the Chair of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Committee on Committees for approval. The final slate of nominees for IT Council membership

shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of IT Council members will take place through the same consultative process as the initial appointment, with the submission of names to the Senate occurring as needed.

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   A. The Division of Information Technology or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing IT Council documents, keeping IT Council minutes and agendas on an IT governance website, and arranging meeting rooms.

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5. **Working Groups of the IT Council:** The Working Groups will serve in an advisory capacity to the IT Council. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Division of Information Technology staff member, as appointed by the Vice President for Information Technology and CIO.

   A. **The four Working Groups shall be:**

      1) **IT Infrastructure Working Group,** which focuses on building and maintaining a sound, advanced, secure, and productive physical information technology infrastructure (including but not limited to facilities, hardware, networks, and software) capable of supporting broad and effective use by students, faculty, and staff throughout the institution, including remote University members such as agricultural extension offices.

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B. **Composition of the Working Groups:** Each Working Group will have a chair appointed by the Vice President for Information Technology and CIO and the Senate Chair for a two-year term. The membership of each Working Group will be appointed by the Vice President for Information Technology and CIO unless otherwise specified above(5.A.2 and 3) but will be flexible so that additional members can be engaged in the decision-making and review process as appropriate. The Members includes combination of Faculty,Staff and Students.

C. Terms on Working Groups shall be two (2) years for faculty and staff. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.

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1) Provide knowledge in a particular area and serve as an advisory board, by which the IT Council can route items for review and comment.

2) Submit proposals and issues to the IT Council for consideration and/or funding.

3) Assist in the annual review and update of the Information Technology Strategic Plan.

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   A. **Composition of the IT Security Advisory Committee:** The committee will have a chair appointed by the Vice President for Information Technology and CIO and the Senate Chair for a two-year term. The membership of the committee will be appointed by the Vice President for Information Technology and CIO but will be flexible so that additional members can be engaged in the decision-making and review process as appropriate.

   B. **Meetings of the IT Security Advisory Committee:** The committee usually meets three to four times a semester.

   C. **IT Security Advisory Committee Responsibilities:**

      1) Define the standards for device and information security and communicate best practices and policies across the University community.
      2) Review and revise of existing risk management, business continuity, and disaster recovery efforts.
      3) Review specific programmatic mechanisms and enhance IT security and the protection of information privacy.
      4) Lead the University to develop clear and forceful policies to address the management and protection (integrity) of sensitive and business-critical information (data), including the University's permanent electronic records and the IT security infrastructure resources upon which that information resides.

7. **Operational Relationship of the IT Council to its Sponsors:**

   A. For purposes of University Senate action, the IT Council will appear in essentially the same role as a standing committee of the University Senate.

   B. The IT Council chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.

   C. The Vice President for Information Technology and CIO is an ex-officio member of the IT Council and has a voice in its deliberations.

8. **Review of the IT Council:** The IT Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the Plan.

University Senate
PROPOSAL FORM

Name:	Elizabeth Beise
Date:	April 14, 2017
Title of Proposal:	Addition of a Representative of the Provost to the IT Council Membership
Phone Number:	301-405-6836
Email Address:	beise@umd.edu
Campus Address:	1124 Main Administration
Unit/Department/College:	SVPAAP
Constituency (faculty, staff, undergraduate, graduate):	faculty
Description of issue/concern/policy in question:	Many of the issues facing the IT Council have campus-wide implications, and particularly so within Academic Affairs. While the current membership of the Council brings expertise from across the campus, a representative from the Provost's office, who will have intersection with all of the academic colleges and constituents, will bring a campus-wide perspective. This addition to the membership could be very helpful to decision-making for both the IT council and the CIO, particularly when it comes to the difficult task of prioritizing the projects related to enhancing, replacing, or upgrading the many enterprise-level IT systems that support the academic and research missions of the university.
Description of action/changes you would like to see implemented and why:	Add a seat to the IT Council membership for a representative of the Provost to serve as a non-voting ex-officio member. Since the VP/CIO is non-voting, it would make sense that the Provost's representative also be non-voting.
Suggestions for how your proposal could be put into practice:	As with the Library Council, the Research Council, and the Senate committees, the Senate Office would request a representative from the Provost to serve a one-year appointment.
Additional Information:	VP/CIO Eric Denna supports this proposal.

UNIVERSITY OF
MARYLAND
UNIVERSITY SENATE

1100 Marie Mount Hall
College Park, Maryland 20742-4111
Tel: (301) 405-5805   Fax: (301) 405-5749
www.senate.umd.edu

Date: September 9, 2017

To: Marc Pound
               Chair, ERG Committee

From: Daniel Falvey
               Chair, University Senate

Subject: University IT Council Bylaws (Senate Document #16-17-31)

The Senate Executive Committee approved an amendment to the charge given to the ERG Committee on the University IT Council Bylaws (Senate Document #16-17-31) at its meeting on August 29, 2017. The SEC would like the committee to include the following two additional elements into its charge:

1. Consider whether it is appropriate to change the IT Security Advisory Committee into a full working group of the IT Council.

2. Consider whether it is appropriate to add a representative of the Information Technology Advisory Committee (ITAC) as a non-voting ex-officio member of the IT Council.

Please find attached two memos that explain the rationale for these changes and a revised version of the IT Council that incorporates these changes.

In addition, the SEC requests that the committee's recommendations on the Addition of a Representative of the Provost to the IT Council Membership (Senate Document #16-17-35) be incorporated into this charge to streamline the Senate's review of these interrelated issues.

If you have any questions about the revisions to this charge, please contact Reka Montfort in the Senate Office (reka@umd.edu or 301.405.5804)

IT Council Bylaws ([Senate Doc. No. 16-17-31](#)) – Addendum

To: Dan Falvey, University Senate Chair
        Reka Montfort, Director, University Senate

From: Jeffrey Hollingsworth, Interim Chief Information Officer

Re: Security Advisory Committee - Information Technology Council

===

Pursuant to our conversation on Friday, 8/11, I am writing to recommend renaming the Security Advisory Committee to Security Advisory Working Group. This group, during the past year, has performed functions that are consistent with other working groups designated by the Information Technology Council (ITC). In the interest of streamlining by-laws and creating consistency within the ITC, it is requested that this current advisory group be designated as a working group. Since the data breach in 2014, network and systems security has been at the forefront of initiatives within the University. Continuing to focus on this critical need will be further enhanced by inclusion on the ITC rather than just in an advisory capacity. Security must continue to remain a top priority of the ITC and the campus as a whole. Allowing this group to become a working group will further the goal of setting the vision, pace and priority of this integral function of the University. An amended bylaw document has been included with this submission detailing the change to the status of the Security Advisory Committee to that of a working group. Thank you for your consideration.

To: Dan Falvey, University Senate Chair
        Reka Montford, Director, University Senate

From: Jeffrey Hollingsworth, Interim Chief Information Officer

Re: Additional Seated Member to Information Technology Council

===

Pursuant to our conversation on Friday, 8/11, I am writing to recommend the addition of a seated, non-voting member to the Information Technology Council. The Division of Information Technology (DIT) works closely with the Information Technology Advisory Committee (ITAC), a student group tasked with making recommendations to the Chief Information Officer of the University relative to student access to technology on campus. ITAC is instrumental in areas such as proposal review for dispersal of the Student Tech Fee, discussion of mandatory student technology fee rates, budget allocations, etc.. DIT has developed and maintained a strong relationship with this committee and feel that there would be great benefit to having a representative on the IT Council. This inclusion will provide an additional level of transparency to the IT Council, along with solidifying a relationship between DIT and the student population represented by ITAC. Thank you for your consideration of this request.

BYLAWS OF THE UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

1. **Charge to the Information Technology (IT) Council**: The University IT Council has the responsibility to facilitate alignment of vision, priorities, and pace of IT investments and to recommend IT policies to the University Senate and administration. The IT Council is supported by Working Groups, which facilitate campus-wide communication related to IT matters.

   A. **The Council's Responsibilities to the University Senate:**

      1) Advise on strategic issues involving the University's use of information technology, information security, access, retrieval and content stewardship, and telecommunication and knowledge dissemination.

      2) Bring IT initiatives and proposals to the Senate for consideration and review.

      3) Keep the Senate informed of strategic IT matters through periodic updates.

      4) Respond to charges sent to the IT Council by the Senate Executive Committee.

      5) Provide an annual written report of the IT Council's activities.

   B. **The IT Council's Responsibilities to the Vice President for Information Technology and Chief Information Officer (CIO):**

      1) Advise on policy recommendations related to campus technology facilities, equipment, software, and services - particularly in the areas of computing (both academic and administrative), networking, and telecommunications.

      2) Advise on IT planning, including strategic and other major planning for information technology operation and development.

      3) Advise on the Division of Information Technology's administrative policies and practices.

      4) Respond to requests for review, analysis, and advice made by the Vice President for Information Technology and CIO.

   C. **The IT Council's Responsibilities to Deans, the Campus Student Technology Advisory Fee Committee, and Campus Community:**

      1) Ensure the distribution of information concerning available campus technology services and how they might be best used to serve the campus community.

      2) Seek input from current and prospective users concerning types of technology services the campus can provide.

3) Respond to input from current users concerning the quality of campus technology services.

D. **To Fulfill Its Responsibilities, the IT Council May**:

1) Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community.

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6) The Dean of the Libraries will appoint a representative from the University Libraries as a non-voting ex officio member of the IT Council.

7) The Provost will appoint a representative from the Office of the Provost as a non-voting ex officio member of the IT Council.

8) The Information Technology Advisory Committee (ITAC) will appoint a representative from the committee as a non-voting member of the IT Council.

9) The Vice President for Information Technology and CIO, or a designee, shall serve as a non-voting ex-officio member of the IT Council.

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