Students Advisory Committee for Technology

Charter

(revised April 2014)

Purpose

The purpose of the Students Advisory Committee for Technology (Students-ACT) is to review

and prioritize project proposals relating to student technology services and create recommended

proposals for consideration by the CIO. Students-ACT will carry out the following specific

activities:

- Review and prioritize proposals relating to student technology services.
- Prepare proposals for new and/or changes to existing student technology services.
- Collect feedback from the student body through surveys and open forums to best represent the student body in matters relating to student technology services.

Scope of Authority

Students-ACT is responsible for acting as communication liaison between the student body and

the CIO to give input on project proposals for student technology services. Students-ACT is an

advisory committee only and has no implied authority. In this role, Students-ACT is responsible

for:

- Generating and gathering project proposals.
- Studying proposal details to gain in-depth knowledge of proposed projects.
- Assigning members of the committee to organizational tasks including scheduling meetings, taking meeting minutes, advertising forums, and drafting surveys.
- Holding open forums and distributing surveys to collect student input on student technology services.

Membership and Appointments

Appointments are for a one year term and may be renewed. Appointments are made in the Fall

semester or when positions become vacant. Vacancies may be filled by the CIO as a partial year

appointment. The CIO and Office of Technology Directors are ex-officio members of the

committee who will review all committee recommendations before they are official. Student

committee member appointments are made by the CIO, with input from the Graduate School, Student Life, and Undergraduate Studies. The Chairperson and Secretary are appointed by the CIO. Revolving membership will include:

- An undergraduate student
- A graduate student
- A student enrolled in a fully online program
- A student from the Dallas campus
- A student from the Houston campus
- A student living on campus

Eligibility

The Office of Technology knows that its committee members are students first. Therefore, members must be enrolled at TWU with a minimum 3.2 cumulative GPA. The fall semester GPA of the appointment must be 3.0 or greater. Appointments and stipends may be terminated based on failure to meet GPA requirements.

Stipend

If the member fulfills their duties, maintains the requisite GPAs, and receives a satisfactory evaluation by the CIO, she/he shall receive a stipend based on the annual budget. The stipend may be lowered or withheld by the CIO if the member does not meet these criteria.

Chair Role

The committee Chair sets the date, time, and place of meetings and prepares the agenda with the help of the CIO. The Chair conducts the meetings, guiding the committee through the agenda items. The Chair will provide a written annual summary of the activities of the committee.

Secretary Role

The Secretary will ensure meetings agendas are distributed, meeting minutes are taken, and the proposal recommendations and minutes are turned into the CIO.

Member Role

Members are expected to actively participate in the discussions, set up open forums, and gain background knowledge for each proposal. Members should be on time with their assignments and attend each meeting.

Operating Procedures

Meetings

- The team shall meet at least once per month. Additional meetings may be required as circumstances dictate.
- Meetings will be scheduled to be one hour in duration.
- Each regularly scheduled meeting will be accompanied by a Team Meeting Agenda, which will be circulated 48 hours prior to the meeting. The agenda will state the order of business for each meeting.
- Meetings can be face-to-face and/or virtually, whichever way best suits the committee members.

Decision Making

The advisory committee will make decisions by majority vote. At least five students must be present to constitute a quorum. Proposals to the CIO should be accompanied by the name of each student and their vote. If broader input was collected (i.e., a survey of the entire student body) the collected results should also be included with the proposal. In the case of a tie vote, the Students-ACT Chair should also note their preference on the proposal.

Communications

The appointed Students-ACT secretary should maintain meeting minutes that capture the summary of the proposal discussion, any action taken, and proposed advice. The meeting minutes should be emailed to the CIO no later than two days after an official meeting has taken place.