

VII SENATE ACADEMIC INFORMATION TECHNOLOGIES COMMITTEE

Approved by Senate: November 26, 2004; April 23, 2007; February 26, 2010; September 14, 2012; September 15, 2014

Quorum: Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.

Seven (7) days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

Composition:

1. Provost & Vice President (Academic) **or designate**
2. Vice-President (Administration & Finance)
3. One full-time faculty member from each academic Faculty (8)
4. Three students, at least one of whom must be a graduate student. Undergraduate student member(s) shall be elected by Senate on the recommendation of LUSU; graduate student member(s) shall be elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner.
5. One representative from the Library
6. One representative of the Technology Services Centre
7. One representative from the Office of Continuing Education & Distributed Learning
8. Director of the Instructional Development Centre or designate
9. One full-time faculty member from the Orillia campus.

Terms of Office

1 & 2 ex officio

3 & 9 three-year terms (renewable)

4 one-year terms (renewable)

5 & 6 one-year terms (renewable)

7 & 8 ex officio

Organization

1. Chair: to be elected annually by the Committee from among the members of the Committee holding academic appointment
2. Secretary: staff member from the University Secretariat
3. Administrative Office: University Secretariat's Office

Terms of Reference

1. To promote and champion best practices in the use of information technology in all areas of teaching and research at Lakehead University;
2. To recommend to Senate general policies for the planning, development, and operation of information technology systems and services for the University;
3. To provide the exchange of ideas and consideration of questions related to information systems, technology and services in all aspects of the teaching and research functions of the University;
4. To develop regulations, in consultation with the TSC, on matters of academic significance with respect to systems services operated by TSC;
5. To provide the TSC advice regarding administrative systems and how they impact teaching and research activities.