

Memo To: All UH-Downtown/PS Holders  
From: William Flores, President  
Subject: Academic Technology Committee Policy

UH-Downtown/PS 08.A.03  
Issue No. 3  
Effective date: 03/25/2015  
Page 1 of 2

## **1. PURPOSE**

This PS establishes the charge to the Academic Technology Committee and the composition of the committee.

## **2. DEFINITIONS**

There are no definitions associated with this policy.

## **3. POLICY**

- 3.1 The Academic Technology Committee is responsible to the President of the University of Houston–Downtown and reports to the Senior Vice President for Academic and Student Affairs and Provost, the Vice President for Administration and Finance and the Chief Information Officer.
- 3.2 The committee provides recommendations for the academic computing endeavors and serves as the representative of academic users, to the vice presidents and the Chief Information Officer, in academic computing matters. In general, such matters include:
  - 3.2.1 Software and hardware for teaching and research support
  - 3.2.2 Instructional technology services
  - 3.2.3 User support and services
  - 3.2.4 Technology-enhanced facilities
- 3.3 The committee reviews and assesses the academic technology component of the long range plan and prepares a recommendation report to the Provost, Deans and Chairs, and The Chief Information Officer to ensure representation of the academic computing needs of the users in a manner consistent with the goals of the university and the university planning process. In order to accomplish its charge effectively, the Academic Technology Committee, in consultation with the vice presidents and the Chief Information Officer, will establish its Operational Procedures, a document which defines the role and procedures of the committee. The Academic Technology Committee will review its Operational Procedures annually to determine if revisions are necessary. The Operational Procedures will then be revised to include any changes formally endorsed by the committee's membership.

3.4 The committee consists of at least two members from each college, but no more than one person from each department, the Director of Technology Learning Services or designee, the Director of User Support Services or designee, Executive Director of Library or designee, Executive Director of Distance Education or designee, and a representative of the Student Government Association.

3.4.1 The faculty members are appointed to two year staggered terms by the President such that only one half of the committee members are reappointed each year.

3.4.2 The student member is nominated each year by the President of the Student Government Association and is appointed by the President of the University of Houston-Downtown.

#### **4. PROCEDURES**

There are no procedures associated with this policy.

#### **5. EXHIBITS**

There are no exhibits associated with this policy.

#### **6. REVIEW PROCESS**

Responsible Party: (Reviewer): Chief Information Officer

Review: Every three years on or before August 1<sup>st</sup>.

Signed original on file in Employment Services and Operations.

#### **7. POLICY HISTORY**

Issue #1: 03/23/94

Issue #2: 01/29/14

#### **8. REFERENCES**

There are no exhibits associated with this policy.