

## INFORMATION SERVICES COMMITTEE

### Mandate:

The Information Services Committee will serve the college in all matters bearing on the use of information technology in all programs of the college. The committee will initiate and recommend policy regarding such matters to the administration and the faculty. The committee will not normally involve itself in the day-to-day administration of the Calvin Information Technology department, the Audio/Visual department, Printing Services, distance learning, the Hekman Library, or campus telecommunications, but will advise the appropriate director or supervisor on administrative questions when asked.

The functions that the committee will perform, but will not be limited to, are to:

1. Advise the college community on the selection and implementation of information technologies for qualitative improvements in the academic instruction at the college;
2. Advise the college community on technological systems and services that will enhance the productivity and delivery of the college's administrative functions;
3. Monitor the delivery of communications services within the college and without to the college's constituency and broader Reformed community;
4. Review and evaluate annual action plans and long-term plans developed by departments, centers, task forces, and committees that have significant impact on campus information technologies. Annual action plans, including project priorities, for the next fiscal year will be reviewed and evaluated early in the academic year. Project updates and long-term plans will be reviewed as they are developed or are significantly modified;
5. Recommend faculty and/or staff to serve on ad hoc project task forces that would significantly impact campus information technologies;
6. Serve as liaison between the campus information technologies departments and the faculty, students and staff. Specific liaison activities shall include, but need not be limited to:
  - a. Promoting appropriate use of information technologies,
  - b. Providing recommendations for facilitating campus information technologies usage,
  - c. Assessing the information technologies needs of the college community, and
  - d. Evaluating the responsiveness of the various information technologies departments to the information technologies needs of the college community;
7. Advise and collaborate with the Planning and Priorities Committee on the strategic planning

for the college in the area of information technologies;

8. Meet a minimum of once a month; and
9. Accept any additional responsibilities that may be assigned to it by the Faculty Senate or the President of the College.

Reporting Relationship:

The Information Services Committee shall report to the Faculty Senate.

Composition:

Committee membership would consist of the Vice-President of Information Services; one student, chosen by the Student Senate; one Student Senator; one Calvin Information Technology staff member, appointed for a four-year renewable term by the Committee on Governance; one other information technologies staff member, appointed for a four-year renewable term by the Committee on Governance; and three faculty members who would have four-year renewable terms, appointed by the Committee on Governance, and of whom one would be chosen from each of the college's academic divisions, and of whom one would chair the Information Services Committee.

October, 1997

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Revised, March 2009

Approved by Committee on Governance, March 2009