



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 13.6**  
**Date Approved: 07/01/98**  
**Date Amended: 08/16/02**  
**Reviewed w/no Changes:**  
**Office of Responsibility: Prov**  
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**SUBJECT: CAMPUS COMPUTING COMMITTEES**

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- I. **PURPOSE:** To describe the functions of three campus computing committees: the Teaching, Learning & Technology (TLT) Committee, the Academic Users Committee, and the Administrative Users Committee.
  
- II. **POLICY:** Advising the University on computing services is delegated to the Teaching, Learning & Technology Committee, supplemented by an Administrative Users Committee, representing computer users from University management, and an Academic Users Committee, representing computer users from the departments of instruction.
  - A. The Teaching, Learning & Technology Committee: The Teaching, Learning & Technology Committee is a coordinating and policy-recommending body responsible to the President's Council. TLT is also a planning and discussion forum on issues of technology, after the model of the American Association for Higher Education.
    1. Membership:
      - a. Vice President for Planning & Technology (Chair)
      - b. Provost
      - c. Vice President for Administrative & Financial Services or his/her designee
      - d. Vice President for Student Services or his/her designee
      - e. The academic deans or their designee
      - f. Assistant Vice President for Information Technology
      - g. Chair of the Academic Users Committee
      - h. Chair of the Administrative Users Committee
      - i. SUUSA President or his/her designee
      - j. One faculty member from each college and the Library and one staff member from Continuing Education.
  
    2. The TLT Committee has the following role:
      - a. Develop and recommend policy regarding campus computing, intellectual property, and technology,
      - b. Coordinate administrative and academic computing matters,
      - c. Develop and implement the campus master plan for technology,
      - d. Approve the expenditures of campus-wide student fee revenues and recommend budget requests to the President's Council for appropriated funds,



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- e. Advise and monitor the expenditure of funds from the Higher Education Technology and Distance Learning Initiative,
  - f. Implement, as appropriate, elements of the TLT Roundtable model of the American Association for Higher Education (AAHE) that will benefit SUU and its use of technology in teaching and learning.
- B. The Academic Users Committee: The Academic Users Committee is established to exchange computing information among instructional users for the optimum application of computer and other technologies in support of the curriculum of the University.
- 1. Membership: The Committee is comprised of 19 voting members: five students appointed by the SUUSA College Senators, two faculty members from each college, one member from Continuing Education and one member from the Library appointed by the deans. One additional member will be appointed from the college of the chair, since the chair only votes in the case of a tie. Non-voting members are the chair of the Administrative Computer User's Committee and the Assistant Vice President for Information Technology.
    - a. Terms: The chair is elected from the membership of the committee to a two-year term. Faculty serve a three-year term, students a two-year term. The chair will notify the Deans at the completion of the faculty term.
    - b. Attendance: Deans/SUUSA College Senators will replace any voting member who fails to attend three consecutive meetings without sending a proxy. Notification of the dean/senator for replacement will be the responsibility of the committee chair.
  - 2. The committee is primarily a forum for the exchange of information, tools, techniques, and methods for the use of technology and computers. The committee recommends to the TLT Committee policies and procedures for the coordination of proposals from academic departments and the operation of departmental computing laboratories. Additionally, the committee recommends to the TLT Committee and to the Academic Deans expenditures and project



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priorities for using revenues collected from the general student computer fee.

- C. The Administrative Users Committee: The Administrative Users Committee is established to exchange computing information for the optimum application of computer technologies in support of the management and administration of the University.
1. Membership: The Committee shall be comprised of one member each from admissions, registrar, cashier, financial aid, housing, purchasing, human resources, loans, advancement, billings & receivables, career services, and information technology offices, and two members from the controller's office.
    - a. Terms: Initially, the members select a chair. A vice chair is elected from the membership for a two-year term, and becomes the chair-elect. Members serve a three-year renewable term.
    - b. Replacing members. The Chair will notify responsible vice presidents at the completion of a term and a replacement will be named.
  2. Role and Responsibilities: The committee is primarily a forum for the exchange of information, tools, techniques, and methods for the use of technology and computers. The committee recommends to the TLT Committee policies and procedures for the coordination of proposals from offices or divisions of the University.