Antioch University

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3.227 University Committees and Resource Groups

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Office of University Chancellor	Chancellor	937-769-1345	University

I.   Introduction

The University's principles of operation require that it operate as one integrated University, in which important system and campus decisions support the mission and strategic plan of the University as a whole. To that end, various standing and ad hoc administrative committees, and University Resource Groups operate at the discretion of the Chancellor to promote collaboration, efficiency, compliance, communication, and coordination among all campuses. The purpose of this policy is to describe those committees and resource groups and their duties and responsibilities.

II.   Standing or Ad Hoc Committees

A. Information Technology Council

The Information Technology Council (ITC) was established in Fall 2011, and is the senior leadership body that integrates the academic, administrative and technological sides of the University. The committee supports the CIO in helping to build an integrated consensus for long-term strategic IT directions across the University. It prioritizes, allocates and evaluates information technology to advance the University mission, and

serves as a senior advisory team for the Chancellor for IT prioritization and expenditures.

In making its decisions, the ITC will seek information from relevant stakeholder groups to achieve University strategic objectives. It reports directly to the Chancellor, and can meet as often as monthly, or as required. Minutes shall be posted in the Committee site on the portal and made public to the University community.

1. **Members**

    a. Members include the Vice Chancellor Academic Affairs (Chair)

    b. Vice Chancellor and CFO

    c. Vice Chancellor and CIO, and the

    d. Assistant to CFO (support staff).

2. **Role and Responsibilities**

    a. Develops a data governance policy and addresses data governance questions on data produced by University core systems in accordance with that policy.

    b. Prioritizes system requests from the Academic and Administrative Technology Subcommittees for changes, upgrades, and improvements in the University's core operating systems of record (Hobson's, Colleague, Raisers Edge, Image Now, and Sakai).

    c. With the input from and recommendations of University Administrative Operations Subcommittee (see below) and other stakeholders, the ITC approves software packages and technology programs that will reside on a University server. (After prior review and approval by the ITC, a campus/unit may on its own, acquire software that does not reside on a University server when it is not related to core operating systems, and is not to be used by multiple campuses, provided that the campus/unit can and will afford the product, and support its implementation and ongoing maintenance).

    d. Reviews allocations of resources within the University IT budget.

    e. When requested, builds the business case for IT investments, including assessments of the most cost-effective method by which to finance and prioritize IT purchases.

f. Recommends policies related to University systems, security, data and the like, to the Chancellor.

g. Establishes special task forces or committees to oversee and monitor University-wide IT projects or initiatives that crossover between academic and administrative IT applications as needed.

h. Resolves issues brought forward from these task forces or committees when consensus has not been reached.

i. Serves as a senior advisory team for the Chancellor for IT prioritization and expenditures.

3. ITC's Academic and Administrative Technology Sub-Committees

University Academic Technology Subcommittee	University Administrative Operations Subcommittee
Chair: Director of Academic Assessment and Support Services Instructional Designers (GSLC, AUO, and campuses) Applications Administrator Wendy McGrath Rachel Eunjoon Um	**Chair**: CIO or designee General Accounting and Fiscal Operations Manager Financial Aid Director University Registrar Director of Student Accounts Admissions Operations Director Payroll Coordinator

The University Academic Technology Subcommittee reports to the Vice Chancellor of Academic Affairs, and the University Administrative Operations Subcommittee reports to the CIO.

a. **Meetings**
These two Subcommittees will meet as often as required but generally not less than monthly. Minutes will generally be posted in the Committee site.

b. **Role and Responsibilities**

1. Recommend priorities for AU's core academic and administrative systems, which are consistent with the University's strategic directions.

2. Review and recommend requests for new or upgraded products/platforms/processes. Committees will determine whether the software or hardware in question has system-wide implications. (For example: the application is proposed to sit on a University server, or it

requires University IT support, or it involves multiple campuses, or pertains to core operating systems).

    (a) If software or hardware application (i.e., video-conferencing, upgrade of Datatel to UI4.3), may be deemed to have system-wide implications, it will be recommended to the ITC for approval and IT resources will be allocated to deploy and support that application.

    (b) If the determination is made that there is not a system-wide use for the suggested upgrade, software or hardware application, then the requesting campus/unit may go ahead and purchase, and support the software or system on its own.

3. Recommend to ITC direction on University core operating systems of record, with particular attention paid to advancing the effective system use of these systems.

4. Committees may establish focused task or work groups to assess project directions, gather information from the field, and/or interact with appropriate URGs as needed.
These task or work groups will advise committee members on prioritizing system-level projects based on their technical knowledge and user perspectives.

5. Additionally, the University Academic Technology and University Administrative Operations Subcommittees will monitor usage and effectiveness of any new campus/unit-based hardware platforms, applications, and technologies in each of their areas, through their normal job functions or their staff's participation in either URGs or campus IT committees. Once an application or platform reaches a level of usage that the committee decides requires concrete University policy or support, it will make a recommendation to the ITC.

B. Records Retention Committee

The University Records Retention Committee will govern the retention and disposal of the University's records. It is responsible for ensuring the compliance of Antioch University with all regulations and laws governing retention of records and that record retention policies are applied consistently across the University.

1. Members

a. General Counsel or designee

b. The University Vice Chancellor and CFO or designee

c. Vice Chancellor of Academic Affairs or designee

d. The University Director of Institutional Effectiveness

e. The University Registrar

f. One additional position (appointed by the Chair of the committee)

2. Responsibilities

a. Identify and evaluate which records should be retained

b. Publish a retention and disposal schedule that is in compliance with local, state, and federal laws

c. Monitor local, state, and federal laws affecting record retention

d. Identify appropriate methods of disposal for various types of records

e. Annually review the record retention and disposal program

f. Implement a training program for personnel responsible for record storage and maintenance

g. Monitor all central administration and other non-campus-based departments for compliance with the record retention and disposal program

C. Other Committees

The Chancellor may establish other standing or ad hoc Committees as necessary or appropriate.

III. University Resources Groups (URGs)

A. Responsibilities

As part of the administrative structure of the University, University Resource Groups (URGs) meet to plan and develop the policies for each of the major administrative areas of the University. Composed of responsible managers from the University campuses and programs, these groups develop policy recommendations for the ULC, and integrate the management structure of the University.

The URGs have four specific goals: (1) to develop policy recommendations for the ULC in their functional areas of expertise, either at the request of the ULC or upon their own initiative; (2) to serve as a primary means of communicating and sharing information related to their functional area throughout the University; (3) to provide a

forum for professional development, and sharing of technical skills among the members; and (4) to integrate professional practice across the University.

B. Creation

Any member of the University Leadership Council may express an interest in creating a URG where there is a University-wide need for the four goals articulated above in any substantive area within which the University operates. The request for the URG shall be submitted to the Chancellor, who has the authority to approve, modify, or reject the request for the particular URG. There is no need for a URG when all members report to the same supervisor; that grouping is departmental in nature.

C. Members

The members of each of the standing URGs is set forth in the table below. Each URG may from time to time, at its discretion, call upon other internal and external resource persons to meet and provide advice and counsel. However, such resource people do not vote on URG actions. While a URG may meet face-to-face periodically, the primary means of communication is expected to be electronic and telephonic. Generally, each URG shall have a member of the ULC (or a designee) as part of the group to facilitate interaction between the group and the ULC.

D. Minutes

Generally, minutes of all URG meetings shall be taken and promptly posted to the electronic data base maintained for this purpose, in order that they may be available to inform the ULC and others of the work of the URG.

The University Resources Groups, and those University-wide officers who serve as their liaisons with ULC and responsible for convening them, include the following:

UNIVERSITY RESOURCE GROUP	LIAISON & MEMBERS (updated 02-27-2017)
Chief Student Services Officers	Vice Chancellor of Academic Affairs or designee (Chair) GSLC Student Services Officer AULA Student Services Officer AUM Student Services Officer AUNE Student Services Officer AUSB Student Services Officer AUS Student Services Officer AUO Student Services Officer
Disability Support Services	Vice Chancellor for Academic Affairs or designee (Chair) GSLC Disability Services Officer AULA Disability Services Officer

	AUM Disability Services Officer AUNE Disability Services Officer AUSB Disability Services Officer AUS Disability Services Officer AUO Disability Services Officer
Facilities, Safety, and Security	General Counsel (Chair) AULA Facilities, Safety, and Security Director AUM Facilities, Safety, and Security Director AUNE Facilities, Safety, and Security Director AUSB Facilities, Safety, and Security Director AUS Facilities, Safety, and Security Director
Library Directors	Vice Chancellor of Academic Affairs or designee (Chair) Director of AU Library Systems GSLC Faculty Research Librarian AULA Research and Instruction Librarian AUM Research and Instruction Librarian AUNE Research and Instruction Librarian AUSB Research and Instruction Librarian AUS Research and Instruction Librarian
Primary Designated School Official (PDSO)	General Counsel or designee (Chair) GSLC Admissions Director AULA Admissions Director AUM Admissions Director AUNE Admissions Director AUSB Admissions Director AUS Admissions Director
Writing Center Directors	Vice Chancellor of Academic Affairs or designee (Chair) University Programs Virtual Writing Center Director AULA Writing Center Coordinator AUM Writing Center Coordinator AUNE Writing Center Coordinator AUSB Writing Center Coordinator AUS Writing Center Coordinator