

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: VII:02:03 DATE: May 18, 1984
SUPERSEDES POLICY NO.: II:04:03 DATED: November 15, 1982
SUBJECT: University Computer Management Committee
APPROVED: Robert O. Riggs, President *Robert O. Riggs*

Responsibility

To ensure that all areas within the University have the opportunity to provide input to decisions regarding the utilization and planning for data processing resources, a University Computer Management Committee is maintained and periodically convened. The committee acts in an advisory capacity to the Computer Services Director and President regarding overall data processing needs, prioritizing projects, and reviewing services rendered.

Membership

The committee is composed of thirteen members including the Director of Computer Services who serves as an ex officio member. There are six representatives from administrative areas who hold committee appointments by nature of their positions and six faculty members are appointed yearly by the Vice President of Academic Affairs. Membership is as follows:

- Executive Assistant to the President
- Dean of Admissions and Records
- Academic Dean (Appointed by the President)
- Business Manager
- Dean of Students
- Director of Institutional Research
- Faculty Representatives (6 appointed by the Vice President for Academic Affairs)
- Computer Services Director (ex officio)

Organization

The committee will organize three subcommittees, one for academic computing, the second for administrative computing, and the third for computer acquisitions. Items pertinent only to one subcommittee will be referred to the appropriate subcommittee.

Administrative Subcommittee:

This group will be composed of the six administrative members, the Computer Services Director, and the Chairman of the Academic Subcommittee. This group will be chaired by the Executive Assistant to the President.

Academic Subcommittee:

This group will be composed of the six faculty representatives, the Computer Services Director and the Chairman of the Administrative Subcommittee. The chairman of this subcommittee will be appointed by the Vice President for Academic Affairs from the six faculty representatives.

Computer Acquisitions Subcommittee:

This group will review and approve all computer related hardware and software requests for the campus in compliance with State Board of Regents policy. This group will be chaired by the Executive Assistant to the President and will be composed of the Business Manager, one academic member of the Computer Management Committee to be appointed by the Vice President for Academic Affairs, and the Computer Services Director.

In addition to the Computer Management Committee, the President has appointed a Management Information Systems Committee, composed of the Vice President for Academic Affairs, Business Manager, Vice President for Administration and Development, Dean of Students, Executive Assistant to the President, Director of Institutional Research, and Director of Computer Services. This Committee will work closely with the Computer Management Committee in planning, procurement and implementation of computer hardware and software relating to the Board of Regents Management Information Systems projects.