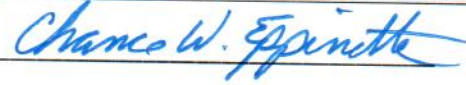


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	Student Technology Assessment Plan Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc		
Reports to:	Vice President for Information Services and Student Success		
Term/Date formed:	1997-1998		
Membership (Describe in general terms who should serve on the committee/council): Total = 11			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CBO-1; VPIS-1 (Information Technology Director); VPAA-1 (Associate Vice President for Academic Affairs)		
<i>Student Members:</i>	SGA President; 4 Undergraduates (appointed by SGA President), 1 Graduate (appointed by SGA President in consultation with Director of the Graduate School)		
<i>Ex Officio Members:</i>	VPIS-1 (Information Technology representative)		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	IT Director		
<i>Co- or Vice-Chair:</i>	SGA President		
<i>Secretary:</i>	Elected from the committee members		
Charge (Describe the charge or purpose of the committee/council):			
To oversee the Student Technology Access Plan to include the following:			
a. reviewing expenditures for essential items such as infrastructure, software maintenance, and electronic communications as described by the Information Technology Director;			
b. reviewing, rating, and recommending for funding other projects that propose the expenditure of STAP funds;			
c. responding to student concerns regarding the usage of the Student Technology Fee;			
d. making recommendations to the SGA regarding the amount of the Student Technology Fee, in accordance with House Bill 2339;			
e. providing to the SGA a biannual budget summary of the Student Technology Fee (by the fifteenth of November and the fifteenth of April), including all collections and disbursements; and			
f. Updating and modifying the Student Technology Access Plan.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Faculty/Staff members do not rotate; Faculty Senate member serves a one-year term; student members serve a one-year term.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Co- or Vice-Chair:</i>	Assist chair with duties; chair committee in absence of the chair.		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	Represent the SGA at all committee meetings, serve as liaison for student body, and participate in committee responsibilities.		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
Last updated	<input type="checkbox"/>	Date: 11-12-2000	Signature: 
Last reviewed	<input type="checkbox"/>		Chair