

College Technology Directors Council (CTDC) Group Charter

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This charter document outlines vision, guiding principles, scope, deliverables, and operation details for this group. It is intended to provide the core framework and boundaries for the operation of this team.

Mission

Advance the technology experience across the colleges by identifying, prioritizing, and advocating for collaborative solutions.

Guiding Principles

With influence from the Illinois State University strategic plan, Educate • Connect • Elevate: Illinois State—The Strategic Plan for Illinois' First Public University 2018-2023 and the Guiding Principles of ITIL 4, the CTDC has crafted the following guiding principles:

1. An innovation-driven technology experience advances the mission and vision of the university.
2. Consistency, reliability, sustainability, and meaningful innovation builds trust for all.
3. Collaboration and functional input between IT units and the faculty, staff, and students leads to a better technology experience.
4. A better technology experience is achieved through helpful, reliable, and intuitive IT systems and services.
5. IT services and systems that allow flexibility can better meet the needs of diverse priorities of different colleges, schools, departments, and units.
6. Sharing expertise builds value beyond the sum of our parts.
7. IT support and service implemented well leverages and reflects educational principles.

Scope

The CTDC is a unified voice representing its members when the opportunity for collaboration exists.

Membership and Voting Privileges

Voting Members

The Directors of Technology, including Interim, with technology operations responsibility within any College are automatically appointed as Voting Members of the CTDC. The Members of this council are charged with:

- Presenting the new or emerging needs of their academic or service unit.
- Collaborating, when appropriate, with all IT units to deliver IT services to the faculty and staff in a consistent, yet flexible fashion.
- Championing CTDC efforts campus-wide so that other areas with similar interests would benefit.
- Safeguard the principles contained in the Charter.
- Advocate for the inclusion of the CTDC in appropriate venues/audiences.

Ex Officio Non-voting Members

Individuals holding the positions of Director of Learning Spaces and Audio/Visual Technologies, Associate Registrar (with technology responsibility within Enrollment Management and Academic Services), Director (with technology responsibility) within the Center for Integrated Professional Development, Executive Director of Student Affairs Information Technology, and the Director of Client Services within the Office of Technology Solutions are requested to serve as ex officio, non-voting members. The CTDC requests Ex-officio members to:

- Provide input to discussions where appropriate.
- Inform the CTDC of relevant information from their representative areas as appropriate.

Officers

A Chairperson shall be elected annually by and from the Voting members of the Council. A nomination, acceptance of a nomination, and a minimum two-thirds affirmative vote of all seated Voting Members is required to elect the Chairperson. In addition to the charge of Voting Members, the Chairperson is charged with:

1. Organize and preside over meetings of the council, including leading any voting procedures, or appoint a designee as needed.
2. Record and distribute meeting agendas and minutes, or appoint a designee as needed.
3. Lead Council participation in long-range planning for the Council including organizing an annual strategic planning retreat.
4. Act as a liaison of the Council when communicating to constituents as the Council.
5. When necessary, draft, co-author, or initiate drafting by others of new policies; provide suggested language for revising policies.
6. Annually convene the Council to elect a chair.
7. Annually convene the Council to establish a meeting schedule.
8. Annually convene the Council to review the Charter and consider modifications.
9. Other responsibilities as charged by a vote of the council.

Vacancies and Absences

A member absent, without notification, from two (2) regular meetings may be considered to have vacated the seat. All vacancies shall be certified by the Council by a vote.

Under extreme circumstances such as the consistent disruption of work supporting the Council's mission, any Member, Ex Officio Member, or Chairperson may have their membership revoked by a two-thirds vote of all seated Voting Members – If the person in question is a Voting Member of the Council, they retain their voting privileges in this matter. A removed Member, Ex Officio Member, or Chairperson can appeal to the Council within 30 days of the vote that revokes membership.

A vote to revoke or reinstate membership must be added to the agenda of a meeting with no less than 29 days notice to all members of the Council and the vote must take place within 90 days of the motion to vote. A vote to revoke or reinstate membership requires two-thirds affirmative vote of all seated Voting Members to pass.

Vacancies, however caused, may be filled by the immediate supervisor of the person previously holding membership and confirmed by a vote of all seated Council Voting Members.

A Voting Member may proxy their vote to a person of their choosing including another Council Voting Member, who shall then have their vote plus the proxy vote(s), a non-voting member, or any non-member of their designation so long as the Council is informed of this proxy prior to any call for a vote.

Ineligible to Serve

College Deans, Department Chairpersons/School Directors, or Associate/Assistant Deans – unless the person holding one of these positions is filling a temporarily vacant voting or non-voting position as an Interim.

Meetings and Quorum

The Council meets as determined and as needed to conduct Council business. The Council will hold a retreat annually for planning and/or reflection.

A quorum, at least two-thirds seated Voting Members, will be required in attendance for a meeting to conduct a vote. In the event that the Chairperson is not in attendance, a Member in attendance shall volunteer to preside over the meeting.

A vote may be called by any Voting Member or the Chairperson. Unless otherwise specific in this charter, a majority of affirmative votes (more affirmative votes than negative regardless of abstentions) of Voting Members in attendance is required to pass a vote. For example, with 5 out of 7 Voting Members in attendance, 2 affirmative votes – 1 negative vote – and 2 abstentions is a passing vote. As another example, with 5 out of 7 Voting Members in attendance, 2 affirmative votes – 2 negative votes – and 1 abstention is not a passing vote. Any vote where the necessary number of votes is a fraction, the next highest whole number of votes shall be considered as passing. For example, with seven Voting Members seated when two-thirds affirmative votes are necessary, equals 4.66 necessary affirmative votes. In such a situation, at least 5 out of 7 affirmative votes equals an affirmative result.

Deliverables

The group will provide the following deliverables according to the scope and purpose outlined:

Item	Frequency
Progress and Accomplishment Reports	Annually
Requests for Resources	Annually and as needed

Reporting Structure

The Council submits reports and requests to the CIO or their designee. Other deliverables are submitted to the person(s), office, or department that is most appropriate.

Acknowledgements

The charter was written by the aforementioned authors and approved by Charley Edamala, Chief Information Officer and AVP.

 Charley Edamala, Chief Information Officer and AVP

8/15/2023
 Date