Information Resource Committee (IRC)
Procedural Guidelines

Purpose and Description of the Committee (from the Planning and Budget Council By-Laws):
The Information Resource Committee shall be responsible for assessing the effective use of current information technology and information systems in support of the university's mission and strategic plan. It shall review the current status of existing technologies, systems, and networks and prepare recommendations for their continuous improvement. The Committee shall support the work of the PBC as directed by the Chair of the PBC. The Committee shall have two co-chairs, one serving on the Planning and Budget Council. Other members of the Committee shall include: the Director of Computing Services, the Director of Web, E-Learning and Publication Services, the Director of Academic and Event Technology Services, the Director of Telecommunications, the Director of Network Services, the Director of Institutional Research and Analysis, the Assistant Director of Library Computing and Technology Services, a Student Government Representative, a Deans' Council representative, a Faculty Senate representative, and a Staff Advisory Council representative.

Meetings:
Meetings will be held once a month during the fall and spring semester. Additional meetings will be called when required and as warranted by the committee’s work.

Notification for each meeting will be posted on the PBC/IRC website.

All members of the University community are welcome to attend the meetings as are members of the public.

If a member of the committee cannot attend, he/she should make every effort to have a representative attend in his/her place.

Members that will be absent should give prior notice to the committee co-chairs.

Membership:
Membership for the committee is determined by the PBC. Requests for changes to the current membership will be discussed by the committee as a whole and then forwarded to the PBC for approval.

The committee may wish to ask non-members from the University community to attend specific meetings and address topics of interest.
**Documents and Material:**
The committee will utilize the Information Resources Committee folder on the Cross-Dept share drive for the distribution of working documents including the posting of meeting summary for review. Once reviewed, meeting summary will be posted to the PBC website.

**Committee Work:**
While it is perceived that most of the tasks that will be undertaken by the IRC will be discussed and handled by the committee as a whole there may be occasions when sub groups may be formed to address specific tasks. Non IRC members may be asked to serve on these subgroups.

**Quorum:**
When the Committee meets, a quorum shall be half the number of members listed in the PBC bylaws providing a Co-Chair is present.

A simple majority vote will be called for when deemed necessary and in particular before recommendations are made to the PBC.

**PBC By-Laws:**
The IRC committee shall adhere to the procedures as detailed in the by-laws of the PBC and this document. Changes to these procedural guidelines must be approved by the committee and submitted to the PBC.

**Approval:**
These procedural Guidelines were approved at the meeting held on October 22, 2010.