I. RESPONSIBILITIES

A. To review, develop and recommend to the University Senate and Administration policy concerning the academic, administrative, and public role of Media Services and the University Library.

B. To advise the Director of Information Technology (IT) and Media Services and Director of Library Services on matters concerning the delivery of Media Services and Library Services to students, faculty, administration and the various publics which utilize these services.

II. MEMBERSHIP (TOTAL 11)

A. Director of Information Technology (IT) and Media Services or Media Services designee, ex officio.

B. Associate Dean of Library Services and Academic Success Programs, ex officio

C. Chief Information Officer or designee, ex officio

D. Library representative elected by and from the Library faculty

E. Four teaching faculty members, one from each of the four schools, elected for overlapping three-year terms by and from the faculty of their respective schools

F. One administrative faculty member elected to a three-year term by and from that group

G. Instructional Designer appointed by Director of Library Services

H. One students selected by SGA for one-year terms

III. CONDUCT OF BUSINESS

A. Meetings

1. The Committee will meet regularly during the semester and conduct business following the most recent edition of Robert’s Rule of Order. In the event that a member cannot attend a scheduled meeting, an alternate should be asked to attend.

2. The first meeting of each academic year shall be convened by the Committee’s Chair. Otherwise, the President of the University Senate will designate a Committee member to convene the Committee.

3. Meeting times will be arranged at the beginning of each semester based on the availability of the majority of the membership.

4. At the first meeting of the academic year the Committee Chair will distribute the Committee bylaws for review and discussion.
5. A quorum shall consist of a majority of the members. Unfilled positions shall not count toward quorum.

6. Attendance and participation for meetings may occur either when members are physically present or via audio/web conferencing or a combination of the two.

7. If all members are physically present for the meeting voting will occur verbally. If meetings are held via audio/web conferencing or if there are some members on web conferencing and others physically present, a roll call vote will be conducted. In the event that a vote is required between meetings an e-mail vote will be conducted and the motion and results of the voting will be recorded in the next meeting minutes.

8. With the exception of Associate Dean of Library Services and Academic Success Program, the remaining membership has voting privileges. The Committee recognizes that participating in its actions by the Director of Informational Technology (IT) and Media Services in the role as Committee member shall not prejudice their administrative role.

B. Officers

1. The Chair shall be elected by majority vote at the last meeting of the academic year.

2. The position of secretary shall be filled by each member in turn on an alphabetical rotating basis, unless otherwise agreed to by the Committee.

C. Reports

1. The Committee, through its Chair, shall report all policy recommendations to the University Senate.

2. The Committee shall submit an annual report to the University Senate.

3. The Committee shall submit any reports on an advisory basis to the Director of Media Services or the Director of Library Services, whoever is appropriate.

D. Minutes/ Annual Report

1. Minutes of all meeting shall be distributed and posted as appropriate.

2. Annual report will be approved by the committee at the end of the academic year. It will be distributed and posted as appropriate.

E. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting, subject to the approval of the University Senate and the President of the University.
Committee Approval April 1, 2019

Senate Approval: Mar. 18, 1992 (R92-3-4)
Admin. Approval: Apr. 14, 1992

Senate Approval: Nov. 16, 1994 (R94-11-3)

Senate Approval: Nov. 15, 2006 (R-06-11-03)
Admin. Approval: April 23, 2007

Revised Senate Approval R-09-04-01
Admin. Approval 7/14/09