Administrative Advisory Committee on Technology (AACT)

**Charge**

The Administrative Advisory Committee on Technology (AACT) is charged with identifying the information technology requirements of administrative users and programs, including enterprise systems and applications. The committee will make recommendations on and help set priorities for operational, policy and planning matters that impact the integration and use of information technology and university data to support and enhance Cal Poly’s business processes and services. In addition, the committee has the responsibility to recommend and promote the creation and enhancement of administrative support systems and databases which further the mission of the University.

**Functions and Responsibilities**

- Receive suggestions, recommendations, inquiries and proposals regarding the application of technology to university business processes and services.
- Discuss and identify significant current and new information technology, resource and data needs and requirements to support and enhance university business processes and services and enterprise systems and applications.
- Review and recommend policies, standards and guidelines affecting administrative uses of technology and the impact of technology on university business processes and/or enterprise systems and applications.
- Synthesize administrative user input to make recommendations and help set priorities related to information technology initiatives, proposals, and the administrative technology roadmap for the university in the context of what is best from a university perspective.
- Identify and help prioritize opportunities for achieving process improvement and operational efficiencies using technology, especially across divisions.
- May research and consider other matters related to administrative data and information resource and technology issues.
- May solicit information and assistance from other campus offices and groups as needed to conduct the business of the committee.
- Submit a written report of its activities annually to the Vice Provost/Chief Information Officer (VP/CIO), including any priorities, formal resolutions or recommendations adopted by the committee; once accepted by the VP/CIO, the annual report will be submitted to the President’s Office by the Chair.

Committee members will be responsible for dissemination of information to and feedback from their areas of representation. Representatives will serve as liaison to their respective constituencies and provide input on administrative information technology needs and priorities and should consist of decision makers and leaders of their respective units. Those making nominations will be kept informed on committee activity and will provide guidance and support to committee activity whenever appropriate.

If a member must miss a meeting or a portion of a meeting, the member may select an equivalent representative (e.g., a management representative from the same division) to serve as proxy. Prior to the meeting, the member must notify the Chair of the name of the person to serve as proxy. Proxies shall be counted in the determination of a quorum. Proxies will have the same right to vote as the member who is absent but must be informed about the item being voted on. If a proxy is not informed, they must abstain from voting. If a quorum is not reached, the vote will be deferred until an informed quorum is present.
Membership

Voting Members (Two-Year Terms)

- Up to four Academic Affairs administrative unit management representatives (excluding Information Services), nominated by the Provost.
- Up to four Administration and Finance management representatives, nominated by the Sr. Vice President for Administration and Finance.
- Up to two Student Affairs management representatives, nominated by the Vice President for Student Affairs.
- One University Advancement management representative, nominated by the Vice President for University Advancement.
- One Cal Poly Corporation management representative, nominated by the Cal Poly Corporation Executive Director.
- One Associated Students, Inc., management representative nominated by the ASI Executive Director.

Non-Voting Members (Ex Officio)

- Director of ITS Applications and Information Systems (Chair).

Staff support for the committee will be provided by Information Services.

Committee appointments are made annually by the President from nominations as indicated above. Ad hoc members and guests from ITS and other campus units may be invited by the chair to participate on an as needed basis to address specific issues under discussion.

Meetings

The committee will meet with sufficient frequency to ensure a positive and effective voice in university technology affairs. All meetings will be open to the campus community. Minutes and meeting notes will be kept and posted where all campus constituents may view them.