

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Academic Computing Committee Policy

UH - Downtown/PS 08.A.03  
Issue No. 1  
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## **1. PURPOSE**

This PS establishes the charge to the Academic Computing Committee and the composition of the committee.

## **2. POLICY/PROCEDURES**

2.1 The Academic Computing Committee is responsible to the President of the University of Houston - Downtown and reports to the Vice President for Academic Affairs and Provost and the Vice President for Administration.

2.2 The committee provides direction for the academic computing endeavors and serves as the representative of academic users, to the vice presidents, in academic computing matters. In general, such matters include:

- 2.2.1 Software and hardware acquisition;
- 2.2.2 Telecommunications issues that affect the academic user;
- 2.2.3 User support and services; and
- 2.2.4 Facilities.

2.3 The committee reviews and assesses the academic computing component of the long range planning process to insure representation of the academic computing needs of the users in a manner consistent with the goals of the university. In order to accomplish its charge effectively, the Academic Computing Committee, in consultation with the vice presidents, will establish its Operational Procedures, a document which defines the role and procedures of the committee. The Academic Computing Committee will review its Operational Procedures annually to determine if revisions are necessary. The Operational Procedures will then be revised to include any changes formally endorsed by the committee's membership.

2.4 The committee consists of at least two members from each college, but no more than one person from each department, the Director of Academic Computing, the Director of Computing and Telecommunications, and a representative of the Student Government Association.

2.4.1 The faculty members are appointed to two year staggered terms by the President such that only one half of the committee members are reappointed each year.

2.4.2 The student member is nominated each year by the President of the Student Government Association and is appointed by the President of the University of Houston - Downtown.

## **3. REVIEW AND RESPONSIBILITIES**

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

Reprint of original policy statement. Signed original on file in the President's Office.

UNIVERSITY OF HOUSTON - DOWNTOWN

**ACADEMIC COMPUTING COMMITTEE  
OPERATIONAL PROCEDURES**

1. It is the role of the Academic Computing Committee (ACC) to serve as advocate of the University of Houston – Downtown academic users in any matter concerning the university's academic computing facilities, services, and policies.
2. The ACC should understand the academic computer requirements and priorities of the academic users, and will participate in developing long and short term plans for the university's academic computing environment facilities accordingly. Thus, the committee will:
  - a. Identify strengths and weaknesses of the University of Houston - Downtown academic computing;
  - b. Work with the academic users to insure that the computing facilities, equipment and services provided by the university are adequate to support the development of appropriate computing skills by its students and the scholarly and instructional activities of the faculty;
  - c. Assist the Administration in setting priorities regarding the acquisition of new material by requesting the opportunity to have input into any major acquisitions of hardware or software, and by requesting notification, on a regular basis, of funds available for the acquisition of new hardware and software, as well as for maintenance of existing hardware and software;
  - d. Support and encourage innovative projects under development by or envisioned by the academic users and, whenever possible, help academic users to secure funding for the resources their projects require;
  - e. Assist the staff of Academic Computing in identifying and securing external sources of funding for computing; and,
  - f. Review and make recommendations regarding existing user policies for the Academic Computing Lab and any proposed changes to user policies.
3. The Academic Computing Committee will issue, at the end of each academic year, an Annual Report to the President of the University of Houston - Downtown, with copies to both vice presidents, regarding its progress in meeting the objectives laid out in the Operational Procedures.