IT Council – Learning Management System Advisory Committee
Initial Charge and Membership

The Learning Management Systems Advisory Committee (LMSAC), reporting to the Information Technology (IT) Council, will have the responsibility to advise the IT Council on matters concerning Learning Management System policies, standards, procedures, support services, and other activities or issues involving the Learning Management System, including recommendations for improvements.

Specific initial charges for the Learning Management Systems Advisory Committee (LMSAC) are:

1) Determine system-wide learning management needs and report these needs to the IT Council for review. Needs may include hardware, software, maintenance and version upgrades of the system, and other items the advisory committee deems appropriate. In cases where new resources are being proposed there should be an accompanying recommendation of possibly ways of funding the enhancement, such as elimination of hardware or software no longer relevant and the of reassignment of personnel time.

2) Determine the level of support services for the learning management system that can/should be provided, including methods of communication, and develop a plan to address stakeholder needs and present to the IT Council for approval.

3) Determine the standards and procedures required for appropriate lifecycle management of courses, including creation, permissions, maintenance and archiving processes, and develop and present to IT Council a plan to address stakeholder needs.

4) Make quarterly reports of the committee's work and progress to the IT Council, including a summary report to be submitted at the end of the fiscal year.

The Learning Management Systems Advisory Committee (LMSAC) is led by a three member executive committee consisting of the following members:

- Chairperson appointed by the IT Council Chair
- Registrar (ex-officio voting member)
- Coordinator of User Support (ex-officio voting member)

The executive committee shall provide guidance for, and a continuous review of, the work and progress of the Learning Management Systems Advisory Committee (LMSAC). This will include scheduling and conducting meetings, and appointing workgroups as are deemed necessary and appropriate for the timely fulfillment of the functions of the committee.

The Learning Management Systems Advisory Committee (LMSAC) membership will consist of:

- Chairperson appointed by the IT Council Chair
- Registrar (ex-officio voting member)
- Coordinator of User Support (ex-officio voting member)
- Two Faculty representatives (appointed by Faculty Senate, two – year appointment)
- Two student representatives (appointed by SGA President, one – year appointment)
- West Plains Campus representative (appointed by Chancellor, two –year appointment)
- Access and Outreach representative (appointed by Associate Provost, two – year appointment)
- Student Development and Public Affairs representative (appointed by Associate Provost, two – year appointment)
- Faculty Center for Teaching and Learning representative (appointed by Associate Provost, two-year appointment)
- Computer Services representative (appointed by CIO, two – year appointment)