**Academic Affairs Computing** **AA/PPS No. 04.03.01 (9.03)**

**Priority Committee Issue No. 3**

 **Effective Date: 09/28/2021
 Next Review Date: 09/01/2024 (E3Y)**

**Sr. Reviewer: Associate Vice President for Enrollment Management and Marketing**

**POLICY STATEMENT**

Texas State University is committed to maintaining student system activities current.

**01. PURPOSE**

01.01 The purpose of this policy is to establish the membership and responsibilities of the Academic Affairs Computing Priority Committee which will determine student information system (SIS) configuration and development policies and establish priorities for discretionary projects that may require computing resources within the Division of Academic Affairs.

**02. DEFINITIONS**

02.01 Computing Resources – resources invested in analysis, design, and programming services. SIS enhancements are required to provide new or improved system services; comply with governmental statutes and regulations; support the implementation, integration, and maintenance of third-party administrative software packages; and administer the databases utilized by these software systems.

02.02 Project Charter – documentation of a concept or need including a description of the problem to be solved, goals with supporting and specific objectives, and a list of stakeholders and key operational users (see [UPPS No. 04.02.01](http://policies.txstate.edu/university-policies/04-02-01.html), Obtaining Technology Resources' Systems and Services, for proper format).

03. PROCEDURES

03.01 Academic Affairs Computing Priority Committee members will be appointed in order to represent as many different schools and departments as possible within the Division of Academic Affairs.

a. Committee membership shall be as follows:

|  |  |
| --- | --- |
| Member | Appointed By |
| Associate Vice President for Enrollment Management and Marketing | Provost and Executive Vice President for Academic Affairs |
| 1 Associate Dean | Academic Affairs Council |
| 2 Department Chairs | Council of Chairs and Directors |
| 2 Faculty Members | Associate Provost |
| 2 Faculty Members | Faculty Senate |
| 1 Graduate College Representative | Dean, Graduate College |
| Director of Undergraduate Admissions | Associate Vice President for Enrollment Management and Marketing |
| Director of Financial Aid and Scholarships | Associate Vice President for Enrollment Management and Marketing |
| University Registrar | Associate Vice President for Enrollment Management and Marketing |
| Director of Curriculum Services | Associate Vice President for Academic Affairs  |
| Assistant Vice President for Texas State University Round Rock Campus | Provost and Executive Vice President for Academic Affairs |
| Associate Vice President for Technology Resources | Vice President for Information Technology  |

b. Ex-Officio members include:

|  |  |
| --- | --- |
| Ex-Officio Member | Appointed By |
| Systems Analyst | Undergraduate Admissions |
| Systems Analyst | University Registrar |
| Systems Analyst | Dean, Graduate College |
| Systems Analyst | Director of Financial Aid and Scholarships |
| Director, Enterprise Systems | Associate Vice President for Technology Resources |
| Assistant Director, Enterprise Systems | Director, Enterprise Systems |

03.02 The associate vice president for Enrollment Management and Marketing will serve as chair of the committee. The chair will be responsible for communicating with all committee members between meetings and for communicating the committee's recommendations and concerns to other university groups.

03.03 Members of the committee will serve one-year terms with reappointments permitted if desired.

04. COMMITTEE DECISIONS AND ACTIONS

04.01 The committee will meet each semester or as needed to receive reports from the SIS Coordinating Council and key student system administrators, evaluate current student system activity, and make recommendations for enhancements. All project charters must be submitted in accordance with the procedures established by [UPPS No. 04.02.01,Obtaining Technology Resources' Systems](http://policies.txstate.edu/university-policies/04-02-01.html) and Services.

04.02 The committee will review, rank, and monitor requests from submission through completion via periodic status reports from team leaders and project managers. If a feasibility study is not begun within six months of being ranked, the project charter will be removed from the list of ranked projects. The committee will assist in moving projects towards completion by assessing obstacles that may stand in the way of project’s completion, by keeping deans and directors informed, and by working closely with other division’s computing priority committees, particularly through the [Enterprise Systems Coordinating Council (ESCC)](https://www.txstate.edu/roster/president/councils/Enterprise-systems.html).

04.03 After each meeting, the committee chair will prepare minutes and distribute them to the members of the committee, the provost and executive vice president for Academic Affairs, and the [ESCC](https://www.txstate.edu/roster/president/councils/Enterprise-systems.html). The chair of the SIS Coordinating Council will prepare and submit to the committee, the provost and executive vice president for Academic Affairs, and the [ESCC](https://www.txstate.edu/roster/president/councils/Enterprise-systems.html) a summary report to include the following sections:

a. a revised ranking of all division project charters; and

b. a progress report of current project charters.

**05. REVIEWERS OF THIS PPS**

**05.01 Reviewers of this PPS include the following:**

**Position Date**

**Associate Vice President for September 1 E3Y**

**Enrollment Management and**

**Marketing**

**06. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Associate Vice President for Enrollment Management and Marketing; senior reviewer of this PPS

Provost and Executive Vice President for Academic Affairs