Zoom Connection: https://ksu.zoom.us/j/7855322637
US: +1 669 900 6833 or +1 646 876 9923

1.) Call meeting to order – Brian

2.) Approve agenda – Brian

3.) Approve minutes – Brian

4.) Follett Discover Integration with Canvas

    a. Guests:
        i. Corey Williamson, Executive Director, K-State Student Union
        ii. Amy Beins, Union Store Manager.

5.) Shared Governance and FSCOT's Role in ITS Policy and Procedure Process – Gary Pratt

    a. General discussion about how FSCOT is involved in the shared governance process with ITS

    b. See two attachments that show how technology policies use to be handled and FSCOT's role.

        i. There is not a lot of information on where these policies came from and the process is certainly antiquated at this point.

6.) Other Items

7.) Adjourn meeting—Brian

Information Technology Policy Approval Process

October 19, 2006, revised September 2010

If substantive changes are made to policies undergoing this approval process, the policies will be returned to IRMC via the Chief Information Officer/Vice Provost for ITS. This ensures that all reviewing groups will be aware of, and able to comment on, any changes made during the approval process.

1. **Draft policy is submitted to the Information Resource Management Council (IRMC) by the Chief Information Officer (CIO).**

   Draft policy may be submitted to the CIO by ITS units, administrative units, the Faculty Senate, or by a subcommittee of IRMC. IRMC members are tasked with soliciting comments and recommendations from the organization or unit that they represent (i.e., legal counsel, Faculty Senate, departments, or committees) in order to ensure the greatest amount of input and communication possible takes place prior to IRMC recommending approval of the policy.

   In cases of high priority or emergency situations, the CIO may implement an interim policy (thereby making it "enforceable") on a temporary basis as the proposed policy goes through the approval process.

2. **IRMC recommends approval of the policy. The Chair of IRMC signs the Policy Transmittal Form and sends the policy to the CIO.**
3. **The CIO reviews the policy and submits it to the Deans' Council and any other campus entity that may warrant a review of the policy on a non-recommendation signing basis. The CIO also submits the policy to the Faculty Senate President for review and recommendation for approval.**

   The Deans' Council members or other campus entities shall provide comments to the CIO within 30 calendar days of receipt of the policy.

4. **The Faculty Senate President reviews, signs, and returns the Policy Transmittal Form to the CIO (or sends an e-mail) indicating the Faculty Senate's recommendation to approve the policy as it was presented.**

   The Faculty Senate President has 30 calendar days from receipt of the policy to either recommend approval of the policy or to return the policy to the CIO unsigned with written explanations of objections that resulted in the refusal to recommend approval.

5. **The CIO reviews the recommendations that were made by the groups to which the policy was sent for comment, signs the Policy Transmittal Form as the final recommendation for approval, and forwards it to the Computing Executive Committee for approval.**
6. **The Computing Executive Committee, acting as the final campus-wide approving authority, approves the policy by sending an e-mail to the CIO or signing the final approval signature line on the Policy Transmittal Form and returning the policy to the CIO.**
7. **The campus community is notified that the policy has been finalized via e-mail.**

   The policy is also included in the university Policy and Procedures Manual with appropriate links to the IT Policies section of the ITS website.

KANSAS STATE UNIVERSITY
INFORMATION TECHNOLOGY POLICY APPROVAL PROCESS

1. **The draft policy is submitted to the Information Resource Management Council (IRMC) by the Vice Provost for Academic Services and Information Technology (VPAST).**

   Draft policy may be submitted to the VPAST by administrative units, the Faculty Senate or by a subcommittee of IRMC.   IRMC members are tasked with soliciting comments and recommendations from the organization or unit that they represent (i.e. legal counsel, Faculty Senate, departments, or committees) in order to ensure the greatest amount of input and communication possible takes place prior to IRMC recommending approval of the policy.

   In cases of high priority or emergency situations, the VPAST may implement an interim policy (thereby making it "enforceable") on a temporary basis as the proposed policy goes through the approval process.

2. **IRMC recommends approval of the policy. The Chair of IRMC signs the Policy Transmittal Form and sends the policy to the VPAST.**

   If substantive changes are made to policies undergoing this approval process, the policies will be returned to IRMC via the VPAST. This ensures that all reviewing groups will be aware of, and be able to comment on, any changes made during the approval process.

3. **The VPAST reviews the policy and submits it to the Dean's Council, the Chair of the Computer and Information Technology Advisory Council (CITAC), and any other campus entity that may warrant a review of the policy on a non-recommendation signing basis.**

   The Dean's Council members, CITAC Chair, or other campus entities shall provide comments to the VPAST within 30 calendar days of receipt of the policy.

4. **The Faculty Senate President reviews and signs the Policy Transmittal Form indicating the Faculty Senate's recommendation to approve the policy as it was presented, and returns the Policy Transmittal Form to the VPAST.**

   The Faculty Senate President has 30 calendar days from receipt of the policy to either recommend approval of the policy or to return the policy to the VPAST unsigned with written explanations of objections that resulted in the refusal to sign for recommendation.

5. **The VPAST reviews the recommendations that were made by the groups to which the policy was sent for comment, signs the Policy Transmittal Form as the final recommendation for approval, and forwards it to the Executive Computing Committee (ECC) which is comprised of the Provost, the Vice President of Institutional Advancement, the Vice President of Administration and Finance, and the VPAST for approval.**

6. **The ECC, acting as the final campus-wide approving authority, approves the policy by signing the final approval signature line on the Policy Transmittal Form and returns the policy to the VPAST.**

7. **The campus community is notified that the policy has been finalized via email.**

   The policy is also included in the Policy and Procedures Manual and appropriate links to the IT Policies section of the VPAST Home Page are made.

September 27, 2006