**Operating Policy – Information Systems Committee**

1. Purpose

1.1 To define the membership, duties, and procedures of the Information Systems Committee.

1. Membership
   1. Membership of the Committee shall consist of:
      1. The Network Administrator (Chair);
      2. The Vice-President (Finance);
      3. The General Manager;
      4. One SRA Member;
      5. Any other persons selected by the committee.
   2. Quorum shall be a majority of members, including the Chair.
2. Duties of The Committee
   1. The Committee shall plan, monitor and evaluate the MSU network, and any other related information technologies to better facilitate communication within the MSU:
   2. Without limiting the generality of the foregoing, the Committee shall:
      1. Review policies, protocols and plans pertaining to the MSU network and/or any other information technologies;
      2. Recommend a three-year network plan to the SRA to provide direction and annually review this plan;
      3. Receive any requests for technological improvements from departments of the MSU, through the Vice-President (Finance), and place these requests in a priority sequence in the network plan;
      4. Work with network consultants to ensure efficient implementation of new technologies;
      5. Work with the Network Administrator to monitor the state of the MSU Network;
      6. Research new technology and information that may benefit the MSU in the future.
      7. Meet at least twice per academic term.
3. Duties of The Chair
   1. The Chair shall coordinate the activities of the Information Systems Committee.