

Operating Procedure 10 Information Technology Committee

Purpose: To establish policy and procedures for the Information Technology Committee.

Reference Article VII, Section 1, of the ASC bylaws:

The committee shall develop projects and programs consistent with the Association's purpose and shall operate in accordance with the Association policy and procedures.

Committee membership is open to the faculty of all Association members.

The committee members shall elect the committee chair for a three-year term at an annual conference meeting of the committee. In the absence of a committee chair, the regional director with assigned oversight responsibility shall appoint an interim chair or serve as the chair. Only individuals associated with Institutional Members are eligible for election to committee chairs.

Educational committees shall produce written reports of activities pertinent to their committee. These reports shall be provided to the ASC Secretary electronically within 30 days following the annual conference for inclusion on the Association web page and in the Annual Report.

Each educational committee shall be assigned a Board member with oversight responsibility for that committee

Purpose:

The Information Technology Committee shall be concerned with:

1. To maintain the survey of the information technology usage (including hardware, software and internet applications) at each member school.
2. To provide a forum for identifying and characterizing the state of the art in information technology as it relates to construction education and to provide a digest/report of the forum to ASC members every two-three years.
3. To maintain a current survey of the members' perceived benefits.
4. To provide oversight for updating and maintaining a dynamic and functional ASC website.

Procedures:

The Director assigned oversight shall serve as the chairperson or appoint a chairperson. The appointed committee chairperson shall:

1. Maintain an active committee membership list.
2. Organize the committee meeting at the annual conference.
3. Report the activities of the committee to the Director with oversight.
4. Organize/promote panel discussions at the annual conference.
5. Submit Information Technology Committee electronic report to the ASC webmaster.