ADMINISTRATIVE COMMITTEES –
INFORMATION SYSTEMS COORDINATING COMMITTEE

A. TITLE. Information systems coordinating committee.

B. PURPOSE. To assure a coordinated organizational thrust by advising the superintendent regarding information systems development, use and control for both instructional and administrative applications.

C. DEFINITIONS. For purposes of this regulation, "information systems are defined as electronic information transmission and manipulation devices, including (as examples):

   1. Data processing
      a. Main frame computer
      b. Mini-computers
      c. Micro-computers
   2. Word processing
   3. Graphics and reproductions
   4. Telecommunications

... with related peripheral equipment and software systems.

The committee may review and recommend modification of this definition in the light of changing technology.
D. MEMBERSHIP. The committee consists of the following members:

1. Director, Finance
2. Director, Special Education
3. Director, School Development Services
4. Director, Media and Technology
5. Principal, Capital Area Career Center
6. Director, Information Systems (chairperson)
7. Director, Cooperative Acquisitions Projects
8. Supervisor, Media and Technology Services
9. Superintendent, ex-officio

E. DURATION. This is an ongoing committee.

F. ROLE AND FUNCTION. The committee has five tasks:

1. Direction setting
   a. Set objectives for the use of information systems.
   b. Recommend policies/regulations relating to information system development, use and control.
   c. Review the school district's long range plan for internal information systems technology, and integrate it with similar service to external users and with the district's over-all strategic and long range operational plans.

2. Resource allocation
   a. Review annual budgets for information systems.
   b. Review major information systems related capital appropriations (hardware, facilities, major software acquisition maintenance and/or development).
c. Screen related project proposals.

d. Ensure appropriate levels of training are initiated and maintained.

3. Structuring
   a. Make recommendations on the development, maintenance and revision of the internal organization design for information systems.

4. Staffing
   a. Review the staffing of information systems, including number and level of information systems positions allocated, and the job content of these positions.

5. Advising and auditing
   a. Advise, as requested, the superintendent on problems and concerns relating to information systems, and
   b. Monitor and audit, on an annual basis, the development, use and control of information systems in the school district. The committee will provide to the superintendent an annual report of its observations, findings, and recommendations. In the event that all of the committee does not concur, a minority report may be filed.

G. MEETINGS. The committee will meet as requested by the superintendent or called by the chairperson.

H. SUPPORT. The reasonable and necessary expenses of the committee will be included in the budget of the director of information systems, who will chair and provide support services to the committee.

ADMINISTRATIVE REGULATION

Approved: March 15, 1983
Revised: September 15, 1992