TEXAS A&M UNIVERSITY
INFORMATION TECHNOLOGY ADVISORY COMMITTEE

STANDARD OPERATING PROCEDURE
SUBCOMMITTEES

CREATION
ITAC Subcommittees will be initiated when the ITAC chair endorses a topic for more in depth review. Topics for subcommittees may be suggested by the Vice President and Associate Provost for Information Technology (VPAPIT), ITAC members, or ex-officio members from Texas A&M Information Technology.

To begin a subcommittee, the full committee will develop a draft charge and deliverables. An exploratory committee will use the draft to develop the subcommittee charter to include: charge, goals, deliverables, timelines, and suggested membership. The goals of subcommittees should relate to the ITAC strategic plan.

The exploratory committee should present a subcommittee charter to the full ITAC committee no more than one month from its creation. If the charter is approved by ITAC, a subcommittee will be formed.

MEMBERSHIP
ITAC subcommittee membership may include members of ITAC, appointees suggested by ITAC members and subject matter experts. Members of the exploratory committee may, but need not be members of the finalized subcommittee.

REPORTING
Subcommittee chairs will report on subcommittee progress at the first ITAC meeting of each month. A written version of this report shall be submitted to the ITAC chair and recorder.