



Minnesota
STATE COLLEGES
& UNIVERSITIES

MINNESOTA STATE COLLEGES AND UNIVERSITIES ACADEMIC AND STUDENT AFFAIRS DIVISION COUNCIL CHARGE DOCUMENT

Instructional Management System (IMS) Advisory Council – This is an ongoing council.

Council Purpose: To advise the Senior Vice Chancellor for Academic and Student Affairs on academic requirements pertaining to the operation of current and future instructional management systems (e.g., Desire2Learn) used by Minnesota State Colleges and Universities. Council responsibilities include:

1. Recommending standards/best practices for teaching using the instructional management system (IMS);
2. Recommending strategies for effective communication about IMS status and performance from the Office of the Chancellor to campuses and to individual instructors using the IMS;
3. Recommending strategies for managed growth of IMS use that balance academic needs and Minnesota State Colleges and Universities ability to effectively support those needs;
4. Advising the Office of the Chancellor on matters relevant to effective support of the IMS, including such issues as Office of the Chancellor or institutional staffing, support, training, hardware and software, statements of work, upgrades and maintenance releases;
5. Setting direction for future IMS platform(s) to ensure the continued viability and growth of enterprise e-learning efforts;
6. Maintaining IMS-related metrics for reporting and assessment;
7. Designating a subset of members to serve as the IMS “Crisis Intervention Team.”

Linkages to Strategic Directions: The work of this council supports strategic direction two to promote and measure high-quality learning programs and services, and strategic direction four to innovate to meet current and future educational needs efficiently.

Consultation Process: The council will provide advice and recommendations relative to the design and performance of the enterprise instructional management system. Recommendations will be forwarded to the Senior Vice Chancellor for Academic and Student Affairs and, as appropriate, forwarded on the Chancellor, the Leadership Council and/or the Vice Chancellor for Information Technology and Chief Information Officer. The Associate Vice Chancellor for Instructional Technology Services and Deputy Chief Information Officer will be responsible for providing performance and other technical information to support the work of the council and to guide implementation of approved recommendations.

Advisory Council Members*: The Council is comprised of twenty four (24) members representing:

- College Students**, appointed by Minnesota State College Student Association (MSCSA), one (1) member
- University Students**, appointed by Minnesota State University Student Association (MSUSA), one (1) member
- College Faculty**, appointed by Minnesota State College Faculty (MSCF), four (4) members one of whom is an MSCF academic affairs coordinator or designee
- University Faculty**, appointed by Inter Faculty Organization (IFO), four (4) members one of whom is an IFO academic affairs coordinator or designee
- Campus Faculty Librarian**, appointed by the Senior Vice Chancellor, one (1) member
- Faculty on the System Technology Strategy Council**, appointed by the Vice Chancellor for Information Technology and CIO, one (1) member
- MnOnline**, one (1) member who shall be the chair elect
- Campus Chief Academic Officers**, appointed by Senior Vice Chancellor, one (1) member
- Campus Chief Information Officers**, appointed by the Vice Chancellor for Information Technology and CIO, one (1) member
- Campus IMS Site Administrators**, appointed by Vice Chancellor for Information Technology and CIO, one (1) member
- Campus IMS Trainers**, appointed by Vice Chancellor for Information technology and CIO, one (1) member
- Campus Presidents Serving on the Leadership Council's Technology Committee**, appointed by the co-chairs of the technology committee, one (1) member
- Office of the Chancellor Information Technology Services Division**, appointed by Vice Chancellor for Information Technology and Chief Information Officer, three (3) members
- Office of the Chancellor Academic and Student Affairs Division**, both appointed by the Senior Vice Chancellor, one (1) member Office of the Chancellor Center for Teaching and Learning and one (1) additional staff member
- Office of the Chancellor Library Designee**, appointed by the Senior Vice Chancellor, one (1) member

Council Leaders: Chair, chair elect, past chair each to serve a one year term. Chairs will be selected from faculty members of the Council by consensus of the members of the Council.

Executive Committee: Composed of the chairs and the OOC designees (one each) from Academic and Student Affairs and Information Technology Services. The Executive Committee will serve as the instructional management system charged to respond on behalf of the entire Council when the Council is unable to convene.

Work Groups: Created and charged by the Council, work groups would be comprised of 2-3 members of the Council and interested members from Minnesota State Colleges and Universities. Work groups forward recommendations to the Council for submitting recommendations to the Senior Vice Chancellor.

Expectations of Council Members: Council members are expected to

- Represent the policy positions of their constituents
- Communicate policy discussions and recommendations back to their constituents

Meeting Times and Dates: The Council typically meets four to five times per year. The Office of the Chancellor shall reimburse reasonable travel expenses for faculty and student members as needed. Institutions are expected to pay the expenses for administrators and non-faculty staff.

Office of the Chancellor Staff Support: At least one Academic and Student Affairs Academic Innovations' staff person and at least one Information Technology Services' staff person will be designated to provide council support.

Responsible Associate Vice Chancellors:

Gary Langer, Associate Vice Chancellor for Academic Innovations (651 649-5772)

Gary.Langer@so.mnscu.edu

Alfred Essa, Associate Vice Chancellor for Instructional Technology Services and Deputy CIO (651 201-1467) Alfred.Essa@csu.mnscu.edu