October 9, 2024

COMMITTEE ON INFORMATION TECHNOLOGY
CONSULTATION PROCEDURE

In order to allow careful consideration of issues brought before the Committee on Information Technology (CIT) for consultation, and to assure that those consulting with CIT receive a timely and clear response, the committee adopts the following guidelines:

1. Topics on which consultation is sought will be listed on the committee's agenda. Deadline for agenda item submission is the Wednesday prior to the meeting, 4pm.

2. Supporting documents for scheduled consultations will be distributed with the committee's agenda. Deadline for submission of supporting documents is 5pm Friday the week prior to the meeting, unless special arrangements are made with the Senate Office to circulate the documents in advance of the meeting.

3. The committee will endeavor to respond in writing on all topics on which it has been formally consulted within two weeks of such consultation, indicating clearly whether further discussion is required, what recommendations it is prepared to make, and what further response, if any, is expected from the Administration before the consultative process is complete.

4. Unscheduled topics may be introduced and supporting documents may be distributed at committee meetings, but the committee will not respond (either orally or in writing) until after it has had the opportunity for discussion at a subsequent meeting.

5. CIT's agenda will effectively close (no further submissions) the **first week in May** to enable the committee to finish pending business.

6. Invitations to consult with the Principal Officers are made directly with the principal officer.

7. Information requests are made directly to the Principal Officers, with a cc to the CP/EVC.

cc: Chancellor Larive
       CP/EVC Kletzer
       Vice Chancellors
       Vice Provosts Academic Deans

Approved October 9, 2024 by 2024-25 Committee on Information Technology