

This document seeks to formalize and re-organize the GIS Oversight Committee as the Geospatial Coordinating Committee and thereby better align its roles and functions with that of the University.

GEOSPATIAL COORDINATING COMMITTEE IDAHO STATE UNIVERSITY

EXECUTIVE SUMMARY

The roles, functions, membership and goals of the Geospatial Coordinating Committee (GsCC) at Idaho State University (ISU) are described in this document. Key points include: 1) the GsCC is comprised of representatives from several key academic and research units at ISU which maintain active involvement in geotechnologies and geographic information science; 2) the GsCC primarily functions as a coordinating and communication body to help all represented units share and coordinate information and activities related to teaching, research, and use of geotechnologies and geospatial science at ISU.

BACKGROUND

The Geospatial Coordinating Committee (hereafter referred to as GsCC) was originally formed as the GIS Oversight Committee as part of a State Board of Education (SBOE) Technology Incentive Grant awarded to Idaho State University (ISU) in 1997. Its original charge was to oversee and help guide the newly hired GIS Director for Idaho State University. Since that time, GIS has grown rapidly at ISU and as of 2007, there exists the GIS Training and Research Center (a level I, research center as approved by the Research Coordinating Council and SBOE in 1999), the Boise Center Aerospace Laboratory, the Geospatial Software Lab in Idaho Falls, several active research programs applying geospatial technologies in the College of Technology and College of Arts and Sciences (Departments of Anthropology, Biological Sciences, Geosciences, and History), and five discrete programs of study within three academic departments (the Geotechnology Undergraduate Minor, Geotechnology Graduate Certificate, and MS in GIScience within the Department of Geosciences, the Bachelor of Science in Geomatics Technology within the College of Technology, and the MA in Historical Resource Management within the History Department). As a result of the proliferation of geospatial science at ISU, the GsCC has adapted and evolved where today it serves primarily as a coordinating body.

ROLES AND FUNCTIONS

The roles of the GsCC relative to the mission of ISU are to 1) coordinate geospatial academic programs to increase cross-disciplinary involvement among ISU programs and help ensure the programs remain current (this is the primary role of the GsCC Academic sub-committee), 2) coordinate and promote geospatial research collaboration, and 3) regularly assess the status of ISU's geospatial infrastructure relative to that required to achieve the roles of both geospatial education and research (this is the primary role of the GsCC Infrastructure sub-committee) and communicate these assessments to the Vice-President for Research (the latter is a responsibility of the GsCC and not that of the infrastructure sub-committee).

To accomplish these roles, the GsCC must meet regularly and foster an environment of open communication. Furthermore, the GsCC must 1) ensure that all members (and hence their constituents) are aware of developments in geographic information science and technology that affect or may affect them, 2) openly discuss future directions of geospatial technology's at ISU, and 3) discuss and set policies and practices that will ensure compliance with the rules, regulations, and standards pertinent to the geospatial technologies and sciences (e.g., data retention and deletion, metadata documentation).

ARTICLE I- MEMBERSHIP

Section 1. Committee Chair

The committee chair will be elected from and by the GsCC members. Elections will be held every three years at the end of the academic year and the chair will serve for a period of three years. Individuals may succeed themselves for additional terms.

Section 2. Representative Membership

The ISU GIS Director will be a permanent standing member of the GsCC. In addition, the GsCC will have one (1) representative member (two-year terms) to represent each of the following departments actively applying or involved with geospatial technologies. All members have voting privileges. Representatives from additional colleges, departments, or units may be added following Article III, Amendments to this document.

- 1) Information Technology Services representative
- 2) Facilities Services representative
- 3) Campus planning representative
- 4) Library representative
- 5) Faculty representatives
 - a. College of Arts and Sciences
 - i. Anthropology
 - ii. Biological Sciences
 - iii. Geosciences
 - iv. History
 - b. College of Technology, Geomatics Technology
 - c. College of Business
 - d. College of Engineering
 - e. Kasiska College of Health Professions
- 6) Student representative from the ISU Geospatial Club

Initial membership for representatives of the computer center, physical plant, campus planning, and library shall be one-year. After the initial membership period, the membership term shall be two-years. This configuration ensures staggered membership changes and only affects the initial cohort of representative members. All representative members will be nominated by the Departments/units listed above and approved by the GsCC¹. Invitation letters will then be sent to the respective individual. Individuals may succeed themselves for additional terms.

If a representative member withdraws from or otherwise ceases to serve on the GsCC (i.e., three or more un-excused absences during the academic year), their representative department will be asked to nominate an alternative member. The length of the term for the alternative member will be the remainder of the initial member's term.

Section 3. Duties of Members

Members of the GsCC are expected to 1) attend meetings regularly, 2) solicit information from and represent the views of the units from which they have been selected, 3) inform constituencies of relevant action taken or anticipated by the GsCC, 4) help develop alternatives for the resolution of issues brought to the attention of the GsCC.

Section 4. Sub-committees

¹ Initial membership approval will be made the GIS Director.

Three sub-committees exist within the GsCC (academic, research, and infrastructure sub-committees) with each focused upon one of the GsCC's primary roles and functions. Each sub-committee will have a chairperson who will report on behalf of the sub-committee at each meeting. Any recommendations made by a sub-committee will be studied and, if required, voted upon by the entire GsCC. Membership in a sub-committee is voluntary with nominations accepted from all members of the GsCC.

ARTICLE II- OPERATION

Section 1. Meetings

The GsCC will meet at 9am-10am on the third Wednesday of every month throughout the academic year. In addition, special meetings may be called by the chair as the need arises. A majority of members must be present to constitute a quorum. The Chairperson is responsible to ensure minutes of each meeting are recorded and made available to all members for review.

Section 2. Duties of the Chairperson

The Chairperson has the following responsibilities:

- 1) Preside over all meetings
- 2) Sign all correspondence or documents pertaining to the actions of the GsCC.
- 3) Prepare an annual report to the Vice-President for Research. This report will also be posted on the Internet.
- 4) Provide leadership in setting the agenda and moderating the meetings.

Section 3. Reporting

The GsCC is a campus-wide committee that reports directly to the ISU Vice President for Research. The annual report will be submitted to the ISU Faculty Senate for information purposes.

ARTICLE III- AMENDMENTS TO THIS DOCUMENT

Section 1. Procedure

Changes to this document may be made by two-thirds vote (i.e., 9 of the 14 members) of the GsCC (note, a quorum must exist to call for a vote). Proposed amendments will be submitted to all members of the GsCC at least one week prior to any such vote.

Section 2. Amendment Proposal

A proposed amendment may be presented by any member of the GsCC and must be presented in writing.