

# **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 information related to teaching, research, and the use of geotechnologies and geospatial science at ISU.

## **BACKGROUND**

The GsCC was originally formed in 1998 as the GIS Oversight Committee in response to a State Board of Education (SBOE) Technology Incentive Grant requirement. 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 2016, there exists the GIS Training and Research Center (a level I research center as approved by the Research Coordinating Council and SBOE in 1999), several active research programs applying geospatial technologies in the College of Technology, and College of Science and Engineering, and four discrete programs of study within two academic departments (Geotechnology Undergraduate Minor, Geotechnology Graduate Certificate, and MS in GIScience within the Department of Geosciences, and the Surveying and Geomatics Engineering Technology within the College of Technology). 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 and information sharing 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, 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 and communicate these assessments to the Vice-President for Research.

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 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 at ISU, and 3) discuss and recommend 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) Office of Research
  - a. Vice President for Research or designee
  - b. GIS Training and Research Center
  - c. Idaho Museum of Natural History
- 2) Information Technology Services representative
- 3) Facilities Services representative
- 4) Campus planning representative
- 5) Library representative
- 6) Faculty representatives
  - a. College of Sciences and Engineering
    - i. Biological Sciences
    - ii. Geosciences
    - iii. Engineering
  - b. College of Arts and Letters
    - i. Anthropology
    - ii. History
    - iii. Global Studies and Languages
  - c. College of Technology, Surveying and Geomatics Engineering Technology
  - d. College of Business
  - e. Division of Health Science
- 7) Student representative from the ISU Geospatial Club

The membership term shall be two-years and representatives may succeed themselves for additional terms. All representative members will be nominated by the Departments/units listed above and approved by the GsCC<sup>1</sup>. Invitation letters will then be sent to the respective individual. If additional Departments or units from Idaho State University involved with geospatial information science would like to join as a GsCC committee member, any GsCC committee member can submit a written proposal to the GsCC for acceptance by majority vote.

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. If the representative department no longer wishes to have representative membership as indicated in a letter to that effect, the department/unit will be removed from the GsCC.

### **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 Departments/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, and 5) assist in developing policy recommendations concerning teaching, research, and the use of geotechnologies and geospatial science at ISU for university-wide implementation.

### **Section 4. Sub-committees**

No sub-committees exist within the GsCC.

## **ARTICLE II- OPERATION**

### **Section 1. Meetings**

The GsCC will meet during the third week of each 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) 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.

## **ARTICLE III- AMENDMENTS TO THIS DOCUMENT**

### **Section 1. Procedure**

Changes to this document or changes to recommended policies and practices concerning teaching, research, and the use of geotechnologies and geospatial science at ISU may be made by majority approval. Proposed amendments will be submitted in writing to all members of the GsCC at least 14 days prior to any such vote for review and discussion. Voting can be done online or in a meeting, with a quorum required in any case.

### **Section 2. Amendment Proposal**

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