CAPE COD COMMUNITY COLLEGE
ADMINISTRATIVE USER GROUP (AUG)
CHARTER

I. ORGANIZATION

The Administrative User Group (AUG) consists of the following members:

- Vice President for Academic and Student Affairs
- Vice President for Finance and Administration
- Dean of Human Resources
- Executive Director of Information Technology
- Registrar
- Director of Institutional Research and Development
- Associate Dean LSS
- Associate Dean of Academic Research, Extended Studies and Academy of Lifelong Learning
- Associate Dean of Enrollment Management and Student Development
- Associate Academic Deans
- Director, WERC
- Director, Health Services
- Facilities Use Coordinator
- OPS Group

The Co-Chairs may invite other participants to committee meetings as necessary.

The Vice President for Academic and Student Affairs, and the Vice President for Finance and Administration are Co-Chairs of the AUG. The Executive Director of Information Technology shall act as Secretary to the AUG.

II. PURPOSE

The AUG implements Information Strategy Group (ISG) guidance. It is responsible for policy development and decision-making regarding the implementation of Jenzabar within the context of operations. It establishes data freeze points throughout the calendar year and writes policies related to such junctures.

The AUG reports to the ISG. It will provide assistance and direction to the Operations Group (OPS) regarding information policy.

III. RESPONSIBILITIES

The specific responsibilities of the AUG consist of, but are not limited to, the following:

- Establish policies and procedures regarding critical dates in the academic and administrative calendar (e.g. drop, refund, and census dates; administrative record-keeping)
- Advise institutional decision-makers on institutional goals and priorities for administrative Information Systems (i.e. Jenzabar and web-based services)
- Assist in the creation of policies and procedures for student and staff access to electronic information and web services.
- Act as a forum to promote regular communication between offices for information related to Information Systems management and deployment.
- Assist the Information Strategy Group in the development and implementation of policies regarding the integration of student information systems and learning management systems.

IV. MEETINGS

The AUG shall meet in August, September, November, December, March and June, or when deemed appropriate by the Co-Chairs of the Committee. Meetings will, if possible, be scheduled to occur one hour prior to OPS Group meetings to permit direct flow of information and reduce meeting logistics.