UNITED TRIBES TECHNICAL COLLEGE

Group Title: Jenzabar Module Managers Committee

Identified as (see Group Definitions on page 2)

X Standing Committee   □ Sub-Committee   □ Ad Hoc Committee   □ Task Force

Purpose Statement

The Jenzabar Module Managers Committee (JMMC), serves to provide a forum for Module Managers to address technical and training needs, share user requests, and provide oversight of the Jenzabar Modules used by the College.

Coordinates: **Consults:** **Reviews and provides feedback:** **Monitors:** **Prepares:**	• The JMMC coordinates the implementation and utilization of the various modules associated with the Jenzabar system. • The JMMC consults with users of the Jenzabar system on issues associated with the features and functions of each module, and works collaboratively with other JMMC members and Jenzabar to develop issue resolutions and schedule module updates as requested by each Module Manager. • The JMMC reviews and provides feedback to all Jenzabar users on the performance of the Jenzabar system, feature requests, and product updates. • The JMMC monitors Jenzabar utilization of EX and JICS across campus. • The JMMC prepares meeting agendas, collects and shares meeting minutes, reports to stakeholders regarding progress on issue resolutions, and provides assistance with the utilization of third-party applications, such as CoursEval, Authorize.net, and PowerFAIDS. • There is no budget established for the JMMC

Proposed Meeting Schedule

□ Weekly   □ Bi-Monthly   X Monthly   □ Once a Semester   □ Other _____

Division Oversight

□ President   □ Vice President of Student Services   □ Vice President of Campus Services

X Vice President of Academic Affairs   □ Vice President of Childhood Services

Membership Composition

Institutional Role	Name of Group Member and Position *(Add more lines as needed.)*
UTTC Staff	Per the JMCC bylaws, the JMMC will be comprised of current Module Managers. The Module Managers will identify one alternate member for each Module.

Signature of IEC Chair _Aleh Wroelle_   Date: _1/23/19_

      ☒ Approved   ☐ Denied

2018 October

UTTC Institutional Governance Group Definitions

UTTC Committee

- Groups of persons appointed or selected to perform and function on behalf of a larger group
- Typically headed by a committee chair, have by-laws, keep records of minutes, and may have a budget
- Standing Committee – enduring, no fixed end-point
- Sub-Committee - a part of a committee that is organized for a certain purpose, reports to the committee
- Ad Hoc Committee – a defined change and deadline after which the committee will cease to exist
- Primary purpose is to consider and recommend actions and propose policies in the functional areas.

UTTC Task Force

A temporary group of people formed to carry out a specific mission or project, group dissolves when the mission or project is completed, created on an "as needed" basis.

2018 October