

Information Technology Council Charter

Revised October 20, 2006

History. The Information Technology Council (ITC) was formed in July 2006 as a successor body to the Information Technology Governance Committee (ITGC), which was formed in March 2003.

Charge. *The ITC is charged with leading, developing and implementing all major technology strategies, policies, plans and initiatives to insure that they are aligned with the University's Strategic Plan and its Information Technology Strategic Plan.*

Role. The ITC is intended to act in a way analogous to a legislative branch of government:

- it passes or approves major IT policies and initiatives (including prioritization of initiatives for the Office of Information Technology (OIT) tactical plan) which are subject to veto by Executive Team (see "Authority" below);
- acts as a "repository" of all "major" technology initiatives or plans (defined below) so that there is one group on campus that is aware of all major departmental/divisional technology initiatives or plans from their inception;
- regularly updates the University's I.T. Strategic Plan, in conjunction with other campus constituencies, including the evolving "vision" of the role of information technology;
- recommends new or different technologies that help the University achieve its information technology vision;
- will assign matters to a standing committee or will charter work groups as necessary to analyze discrete proposals;
- is a knowledgeable source of "best practices" to assist campus units with their technology plans and initiatives; and
- will act on requests for information or advice from the Executive Team.

Authority. The ITC shall have the authority *to review, recommend modifications and ultimately to grant or withhold approval of* (1) the OIT Tactical Plan and technology capital plans and expenditures and (2) all "major" technology initiatives (defined below) by any administrative or academic unit. Any decision of the ITC regarding the OIT Tactical Plan or a major technology initiative shall be conditional, subject to the Executive Team's power to veto or modify that decision within 30 days. If the Executive Team fails to exercise its veto power or waives it prior to the expiration of this period, then the ITC's approval shall become final.

The ITC shall also have the authority to *develop and adopt* University information technology *policies*. It shall be the responsibility of the ITC Chair to timely notify the ITC if, in his/her opinion, the Executive Team should be consulted *prior to ITC adoption* of an IT policy. In the event of such notice, the ITC Chair shall present the policy to the Executive Team and come back to the ITC with any suggested modifications to a policy within 30 days of such notice. *Any policy adopted by the ITC shall become effective on the 30th day following its adoption.* If the Executive Team expressly approves a policy adopted by the ITC *before the 30th day* following its adoption by the ITC, then that policy shall become effective on the date of the Executive Team's approval.

The ITC shall also have the authority to develop and implement procedures necessary or desirable for the ITC to exercise its authority in an orderly manner or to further University information technology policies.

A “major” technology initiative is one that meets any of the following criteria:

- Any implementation requiring OIT support such that it would require an alteration to the OIT tactical plan;
- Financial obligations exceeding \$10,000 for initial acquisition and installation of equipment, licensing and/or software, including the cost of OIT and Seattle University staff labor¹;
- A new IT policy or an alteration of current IT policy that would govern the entire University community;
- Any implementation or initiative that would require the significant support of (or create a significant impairment of business for) a non-OIT division;
- Any initiative that could reasonably be expected to be used by more than one University division; or
- Any technological application that could put the University’s or individuals’ private information at risk.

Structure. See attached diagram.

Membership. The ITC should include representatives of all major stakeholders on campus but no member should act as an “advocate” for their area. ITC should be a strategic, objective and independent body. *Areas represented* (and who initial member will be) are as follows (initial term designated by * for one year; ** for two years and *** for three years):

- *Executive Team* (Ron Smith, Vice President for Finance & Business Affairs)**
- *Administrative Technology Committee representative* (Bob Duniway, Director of Institutional Research; currently Chair of the committee) **
- *Faculty Technology Committee representative* (Bill Poole, Chair Computer Science and Software Engineering Department).**
- *Graduate student* (pending Grad Student Council selection; either grad or undergrad student will be Chair of Student Technology Committee) *
- *Undergraduate student* (undergraduate student to be named; either grad or undergraduate student will be Chair of the Student Technology Committee) *
- *Office of the Provost* (Jacquelyn Miller, Associate Provost) **
- *Academic Assembly* (Kathleen Camacho Carr, College of Nursing faculty) *
- *Lemieux Library* (John Popko, University Librarian) (*ex officio member*) ***
- *Enrollment Services* (James White, Assoc. Provost) *
- *Law School Technology* (Gregory Silverman, Law School faculty; also serves as Chair of the Faculty Technology Committee) ***
- *University Advancement* (Linda Hulten, Director of Advancement Services) ***
- *Facilities* (Heather Geiger, Facilities Computer Records Specialist) **
- *Student Development* (Nancy Gerou, Ass’t Vice President for Student Development) *
- *Finance and Business Affairs* (Ivette Serna, Associate Director Finance and Business Affairs) ***
- *University Planning* (Doug Duncan, Sr. Ass’t to the Senior Vice President; also serves as Executive Director of the ITC handling liaison and logistical support) **
- *Web Communications* (Joe Eastham, Director Web Communications) ***
- *Chief Information Officer* (Melissa Mullinax) (*ex officio member*) ***

¹ Such financial obligations will be taken into account in reviewing the *total* cost of ownership of the initiative.

- *Office of Information Technology* (Bo Vieweg, Director Technical Services, technical advisory member)

In addition, administrative staff for the ITC (to be named later), to coordinate meeting and document distribution, take minutes, publish information to ITC website.

Term of Membership. The expectation is that members (other than ex officio members) will serve a three year term, with 1/3 of the members named each year. There is no restriction on members serving additional, consecutive terms. Exceptions: it may be difficult for students to serve more than one term; the first two years (i.e. 2006-07 and 2007-08), two-thirds of the members will initially be appointed for one or two years.

Meetings. Bi-weekly meetings initially until processes, policies and procedures are solidified. Less frequently as needed.

Reports to: Executive Team.

Minutes Distribution. All ITC members.

Contact.. Chair, Ron Smith, Vice President for Finance and Business Affairs (smithr@seattleu.edu); main liaison and logistical contact is Doug Duncan, ITC Executive Director and Senior Assistant to Senior Vice President (x6952; dduncan@seattleu.edu)