

Resolution for the IT Governance and Advisory Committee

WHEREAS, in May 2019, as a result of serious concerns raised by members of the faculty, the Faculty Senate formed a task force to investigate the state of shared governance in IT-related decision-making process at the College, and

WHEREAS, the resulting faculty task force found shared governance in the IT governance to be insufficiently effective and recommended the College should replace the IT Governance Committee (ITGC) with a more effective model that will facilitate a transparent and collaborative decision-making process in IT policies, purchases, and resource allocations, and

WHEREAS, in November 2019, the Faculty Senate accepted the recommendations and in collaboration with the campus administration formed the IT Governance Joint Task Force (ITG JTF) to design an improved model of IT Governance, and

WHEREAS, after careful deliberation and consultation with offices and units across the campus, the ITG JTF proposed the establishment of IT Governance and Advisory Committee (ITGAC) as an improved replacement for the ITGC, and

WHEREAS, the proposed Purview, Charge and Structure will facilitate a transparent and collaborative decision-making process in IT policies, purchases, and resource allocations by requiring the ITGAC:

- To establish a transparent process of technology-related purchases
- To facilitate regular and meaningful consultation with users of technologies
- To identify the training needs to take full advantage of IT resources
- To establish a democratic meeting process and a regular system of reporting to campus constituencies

THEREFORE, BE IT RESOLVED that the Faculty Senate will support the establishment of the ITGAC as a replacement of the ITGC and accept the proposed Purview, Charge, Structure and related recommendations, and

BE IT FURTHER RESOLVED that the Faculty Senate will start discussions regarding creating a standing committee whose focus is to advocate IT needs of faculty.

Submitted by IT Governance Joint Task Force, May 7, 2021

[IT Governance Joint Task Force]

Anthony Barbera (Academic Affairs), Laura Chipley (Faculty), Jacob Heller (Inst. Effectiveness; Co-Chair), Michael Kinane (Public and Media Relations), Evan Kobolakis (CIO), Laurette Morris (Faculty; UF Senator), Werner Sbaschnik (Faculty), Ryoko Yamamoto (Faculty; Co-Chair)

Purview, Charge and Structure for an IT Governance and Advisory Committee (ITGAC), to Replace the current IT Governance Committee

May 7, 2021

Proposed by

The IT Governance Joint Task Force

(Membership: Anthony Barbera , Laura Chipley, Jacob Heller, Michael Kinane, Evan Kobolakis, Laurette Morris, Werner Sbaschnik, Ryoko Yamamoto)

Purview

The IT Governance and Advisory Committee (ITGAC) shall serve as the mechanism of mutual consultation between Information Technology Services (ITS) and users of ITS [e.g., the Faculty, students, and operational units like the Library, Student Affairs, etc.], for continuous improvement of service in support of the Mission of the College. The ITGAC is not directly engaged with the technical aspects of ITS operations, but serves to align ITS initiatives and actions with campus users' needs.

Charge

In accordance with the IT Governance and Advisory Committee (ITGAC) *Draft* Purview, the ITGAC charge encompasses the following:

1. To ensure that, for specific purchases,
 - The College's technology-related purchases that exceed the College's prevailing cost threshold (<https://www.oldwestbury.edu/policies/information-technology-purchasing>) are prioritized based on service requirements as understood by the College's functional users, in alignment with the goals of the College's Mission and current Strategic Planning documents, and
 - There is a transparent process for submitting and approving technology related purchase requests (e.g., criteria considered for approval), and
 - The submission process is publicized and includes prior ITS technical review and other recommended steps, as well as the criteria considered for approval, and
2. To ensure that user requirements related to the effectiveness of technology purchases, their implementation, and maintenance are identified through regular and meaningful consultation that solicits and receives information from ITS functional user constituencies (e.g., regular surveys of user needs), and

3. To ensure that systemic technical problems and maintenance needs are identified through adequate, regular, and meaningful consultation that solicits and receives information from ITS functional user constituencies (the ITGAC has neither authority nor responsibility for managing or interfering in ITS internal decision-making or functions), and
4. To identify the training and staff development needed to take full advantage of IT resources, and
5. To obtain regular updates from ITS regarding planned major initiatives or changes in a timely manner, as well as responses to ITGAC recommendations, and
6. To conduct all meetings, processes, recommendations, and actions transparently and in accordance with Robert's Rules of Order (e.g., agendas, minutes), and
7. To make recommendations on its actions to the President, and make same available to the campus community; members of the ITGAC shall also report ITGAC recommendations to their constituencies, and
8. To issue regular (e.g., each semester) reports to the College describing its actions.

Structure and Operation:

Membership, Leadership, Meetings, and Reporting, and Process

1. Membership (14 voting, 1 non-voting):
 - Academic Affairs (1) Provost (*ex officio*) or designee;
 - Academic Heads of Schools (4), *ex officio*;
 - Assoc VP for Business Affairs/Controller (1) (*ex officio*) or designee;
 - Faculty (2) (selected by Faculty Governance);
 - Instructional Design (1) *non-voting*;
 - ITS (CIO) (1) (*ex officio*) ;
 - Library Director (1) (*ex officio*) or designee;
 - Media & Public Relations (1) VP Media & Public Relations (*ex officio*) or designee;
 - President's Office (1) President (*ex officio*) or designee;
 - SGA Representative (1) (selected by SGA Board);
 - Student Affairs (1) VP Student Affairs (*ex officio*) or designee.
2. Leadership:
 - The ITGAC's Chair, Vice-Chair, Recording Secretary shall be elected out of the voting membership by the voting members present at the election meeting
 - The term of the ITGAC's Chair, Vice-Chair, Recording Secretary shall be one year
3. Meetings: The ITGAC shall meet at least once each month.
4. Reporting:
 - The ITGAC shall make recommendations resulting from meetings on an ongoing basis to the appropriate offices/entities
 - The ITGAC shall make a formal report at least once each semester to the College (e.g., President, Faculty Senate, to the "data hub")

5. Process: The proceedings of the ITGAC will follow Robert's Rules of Order.

Related Recommendations

1. The College's purchasing processes should be revised to require that technology purchases include the ITGAC as a step in the existing process, as described above.
2. The faculty governance structure should be modified to create a standing committee whose focus is to advocate IT needs of faculty.