# Pomona College Logo 4C

# CHARTER for the RESEARCH COMPUTING

# ADVISORY COMMITTEE

# (RCAC)

February 29, 2018

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## 1. Introduction

This document establishes the charter for the Research Computing Advisory Committee (RCAC) for Pomona College. The charter defines the purpose, responsibilities, operation, meeting frequency, and membership of this group which will assist in overseeing the college’s research computing technology strategy, projects, resources, recommended funding, and improvement efforts.

## 2. Purpose

The Research Computing Advisory Committee is to advise the Vice President and Chief Information Officer (CIO), and other senior officers as appropriate, on resources and priorities concerning all aspects of **research** **computing**. The Committee will review and make recommendations concerning the College's planning and implementation of plans for current and proposed research computing and information technologies. The Committee will review and make recommendations with regard to policies consistent with the goals and objectives of the College for the proper use of research computing resources by faculty, staff, and students (external collaborators? Grid-like sharing of resources with other colleges). The Committee’s goals include the enhancement of the faculty and student academic and research environment through the effective use of research computing, including appropriate **support for teaching and research.**

The purpose of the Committee is to consider how to best use technology resources to meet institutional objectives, maximize the benefits derived from these services, and support the efficient use of all College resources. The Committee is accountable to deliver increasing value to the College community through the deliberate and effective administration of Pomona College’s research computing infrastructure. Committee members represent the entire campus. When making recommendations, they are charged with taking into account the entire institution and not just the individual goals of their units, departments, or divisions.

The specific purpose of the Committee is to:

* Assist in the development and management of investment in research computing infrastructure
  + Help prioritize the project portfolio
  + Recommend portfolio funding
  + Recommend to the Executive Staff the release of funds to projects with approved project plans
* Shared accountability with the College for delivery of results (more specific? publishing?)
* Help oversee the research computing projects portfolio
  + Identify and resolve major issues
  + Manage risk/reward
  + Input in prioritizing projects
* Provide input and review policies relating to use of research computing resources
* Provide input on the effectiveness and usability of research computing solutions
* Provide input on disaster recovery and business continuity plans for research computing
* Promote best practices in research computing management and operations
* Promote best practices in securing research computing data and information assets

## 3. Responsibilities

* Advise and consult with the development of a clear strategic plan for research computing systems and data repositories across the institution.
* Advise the CIO and Information Technology Services (ITS) in developing the strategic technology plan for research computing systems.
* Understand and advise the CIO and/or Executive Staff on the funding required to execute research computing projects.
* Champion institutional initiatives and research projects. (cross-sectional? cross-departmental?)
* Keep the community, other committees, and stakeholders informed of the strategy, status, benefits, and priorities of research computing systems and projects.
* Review policies and priorities related to research computing.
* Promote compliance with best practices when defining process and policy related to the implementation and operation of research computing.
* Assist in the development of criteria by which projects will be evaluated and prioritized.
* Review project portfolio and evaluate requests and priorities to ensure focus on the highest needs of the College.
* Consult on a system update procedure (including prioritization criteria and approval guidelines) and schedules.
* Evaluate and provide input on approved projects at each major milestone and review continued work, make change recommendations, or recommend termination the project.
* Assure quality of project outcomes.
* Advise the CIO on major software and hardware contracts and purchasing.
* Advise Information Technology Services on standards for architecture and direction.
* Advise appropriate College offices on training and staff development for the use of research computing systems.
* Consult on guidelines and standard templates for project documentation.

## 4. Committee Operation

The Committee will maintain a record of its activities and documentation for the Committee members to use as a resource. A **public website** (GitHub repository, Slack, Blog, Office Hours) generally detailing activities will be produced. ITS will be responsible for the minutes and any public resources the Committee requests.

## 5. Report to Executive Staff

Recognizing the importance of IT to the functioning of the College and that ultimate oversight of major IT decisions and policies lies with the President’s Executive Staff, the Committee will provide members with executive summaries of Committee deliberations and will report regularly to Executive Staff as necessary.

## 6. Meeting Frequency

The Committee will have at least **four** meetings yearly in addition to ad hoc sessions as needed. Initially, **monthly** meetings are planned. Working groups for specific projects may be formed from the Committee membership and others as needed to focus on specific projects requiring additional meetings and support. The working groups will report information and recommendations back to the Committee.

Because of the very specific requirements and needs of administrative systems, an Administrative System Advisory **Committee will be created as a subcommittee of the ITSAC.**

## 7. Changes to This Charter

This charter will initially be reviewed and approved by Executive Staff. The charter may be updated based on need. Changes to the charter will be coordinated by the Committee and approved by Executive Staff.

## 8. Membership

All RCAC members are voting members. Committee members will make every effort to attend meetings as continuity is critical to success of the effort.

* 1. RCAC Membership

Membership will consist of:

* **X faculty members** selected by the Faculty Executive Committee, with representation from each division preferred.
* **X staff members** selected by the Chief Information Officer, with as broad functional representation as reasonable.
* **Up to X student** representatives selected by the Associated Students of Pomona College (ASPC).

The chairperson of the Committee, in consultation with other relevant stakeholders, will make nominations for staff membership to the Executive Staff for approval.

* 1. RCAC Tenure

**Membership will rotate only as required. The Director of HPC, the Chief Information Officer and the Director of the Project Management Office will be permanent members of the Committee.**

* 1. Requirements for RCAC Members

Members must:

* Have approval to commit time to committee activities
* Demonstrate a basic understanding of IT systems and implementation processes
* Be empowered by executive leadership to make decisions as required
* Support the purpose, objectives, and strategy of the Committee
* Commit to attending meetings and following through on assigned responsibilities in a timely manner
* Be willing to change current practices and policies in support of approved initiatives
* Be willing to consider other points of view and understand the needs of other people and departments
  1. Committee Chairpersons

**The Director of HPC and a faculty member selected by the committee faculty membership shall co-chair the Committee.**

* 1. Ex-Officio Members

Ex-officio members are non-voting.

**The Deputy CIO for Client, Media and Instructional Services and the Deputy CIO for Enterprise Services will be ex-officio members of the Committee.** In addition, the Chairperson may designate additional ex-officio members as needed to fulfill the needs of the Committee.