

**CHARTER**  
**INFORMATION TECHNOLOGY GOVERNANCE**  
**INSTRUCTIONAL TECHNOLOGY COORDINATING COMMITTEE**

**MISSION**

The information technology governance committees will be part of the University's IT governance structure, providing recommendations to the CIO and the Information Technology Executive Steering Committee (ITESC) regarding strategies, priorities, policies and standards for campus IT. The ITESC will oversee the activities of the governance committees and ensure that timely decisions are made and feedback provided regarding issues and recommendations brought to its attention.

The Instructional Technology Coordinating Committee will be responsible for coordination across campus activities regarding:

- Learning Management System(s)
- Classrooms
- CCI Program
- Student support

**DECISION DOMAINS**

Committee members will raise IT-related issues and participate in discussions to formulate recommendations to the ITESC with a holistic perspective of the University's needs rather than representing the interests or needs of a particular school or department. The Instructional Technology Coordinating Committee will be responsible for coordination of teaching and learning and student IT activities including:

- Centralized versus decentralized roles in instructional technology activities
- Recommendations regarding learning management systems
- Life-cycling classroom technology
- Supporting online learning
- Leveraging the CCI program
- Supporting student use of information technology and applications

**AREAS OF FOCUS**

- Strategic Alignment\  
Ensuring alignment of the University's instructional technology strategies with the University's academic mission, needs and objectives
- Value Delivery  
Assuring that instructional technology strategies deliver benefits and provide value

- Resource Management  
Ensuring optimal investment in and proper management of instructional technology resources including applications, equipment, infrastructure and support staff
- Risk Management  
Ensuring that systems comply with appropriate standards and regulations, e.g. FERPA

## **MEMBERSHIP**

A committee chairperson will be appointed by the Provost. Committee membership will be reviewed every two years and adjusted as appropriate.

Initial members of the committee are as follows:

- Dean of Summer School and Committee Chair, Jan Yopp
- Registrar Representative, Karla Townley-Tilson
- Executive Director, Center for Faculty Excellence, Todd Zakrajsek
- Graduate School Representative-GPSF IT Policy Chair, Naim Rashid
- ITEC representative, Andy Lang
- AVC for Teaching and Learning, Charles Green
- Executive Director for User Support and Engagement, Priscilla Alden
- Coordinator of E-Learning Services, University Libraries, Emily King
- Faculty Council representative, Jeffrey Pomerantz
- Student Body representative, Anh Do

## **PROCEDURES**

- Committee activities – Support for the activities of the committee will be provided by a person designated by the chairperson. The ITS representative will assist as necessary and requested by the chairperson.
- Meeting structure – The chairperson or a designee will collect agenda items and circulate agendas in advance of each meeting to ensure informed discussions of scheduled topics.
- Meeting frequency – at least quarterly. The committee will determine modifications to the schedule based on needs related to current activities.
- Reporting – The chairperson will raise issues and recommendations to the IT Executive Steering Committee as necessary.

- Documentation of proceedings – All meetings shall have notes of discussions, recommendations and action items.

With these guidelines as a basis, the committee will determine its need for other operational procedures.