

Technology Council Charter

Revised: October 2009

Mission

The Technology Council is advisory to the Director of Information Technology and the Executive Council on matters related to strategic technology planning, policy, and resource allocation. The Council is responsible for:

- Assisting Information Technology in developing a high level multi-year strategic technology plan that aligns with the Campus mission and strategic plans, outlines clear objectives for technology solutions needed to advance program planning, improve efficiency and eliminate process duplication, and identifies information technology policies that need to be addressed.
- Making Information Technology Policy recommendations.
- Providing input to technology proposals that impact campus wide operations.
- Making recommendations to assist in establishing information technology work plan and budget priorities.
- Conducting an annual review of progress in achieving the strategic technology plan.

Structure

Technology Council appointments are made by the Executive Council in consultation with the Technology Council Chair and Director of Information Technology. Appointments are for a 3 year term.

15 Members consist of representatives from:

- Chair – (Appointed by Provost – Chair will be a Dean, Department Chair, or Administrative Department Head)
- 2 from College of Arts & Sciences (Appointed by Dean of CAS)
- School of Business (Appointed by Dean of Business)
- School of Education (Appointed by Dean of Education)
- Business Affairs Council (Appointed by V.P. Finance and Administration)
- Student Affairs Council (Appointed by V.P. Student Affairs)
- Institutional Advancement (Appointed by V.P. Institutional Advancement)
- Library (Appointed by Dean of Library)
- Higher Education Center (Appointed by Provost)
- Distance Education (Appointed by Provost)
- Faculty Senate (Appointed by Faculty Senate)
- Student (Appointed by ASSOU)
- SEIU (Appointed by SOU President)
- Director of Information Technology
- Information Technology Department managers are ex officio participants in the Technology Council for the purpose of providing technical expertise and advising the committee on technology and workload implications.

Process

Every three years the Information Technology Management Team drafts a three year strategic plan. The process begins with informal discussions with campus stakeholders to identify the critical technology strategies required for programmatic success, emerging trends, and policy issues to be reviewed. Information from stakeholder discussion, targeted surveys, technology industry research, and consultation with IT leaders in Higher Education is used to develop the three year technology plan draft. The draft is refined by the Technology Council and circulated for campus comment.

An annual progress report is published describing projects completed, policies enacted, and technology solutions deployed to meet the goals established in the strategic technology plan. The report provides funding recommendations and Information Technology project priorities for the coming fiscal year(s).

Schedule

What	When	Who
2009-2010 – Plan Development		
Conduct discussions with stakeholder groups	Jan- July 2009	IT Director and IT Managers
Draft three-year strategic technology plan	Aug-Sept 2009	IT Director and IT Managers
Finalize charter, structure and membership of Technology Council	Oct 2009	Executive Council
Review and refine strategic plan draft	Nov – Dec 2009	Technology Council Executive Council
Review 09-10 IT project work plan and priorities, make recommendations	Nov 2009 – Jan 2010	Technology Council
Campus comment on Strategic Plan Draft	Jan 2010	Campus
Finalize and Approve Technology Plan	Feb 2010	Executive Council, Director Information Technology
2010-2012		
Review and update technology plan, budget and policy matters as requested by IT and Executive Council	Fall & Winter 10-11 & 11-12	Technology Council
Evaluate technology policy matters	As Requested	Technology Council
Submit Budget Recommendations for next fiscal year	Early March 2010 Early March 2011 Early March 2012	Technology Council
Submit annual progress report	May 2010 May 2011 May 2012	IT Director Technology Council
Review IT Work Plan priorities and make recommendations	May-June 2010 May-June 2011 May-June 2012	Technology Council