

# University of Michigan-Dearborn

## Information Technology Council Charter

This charter specifies the purpose, responsibilities, membership, and duties of the University of Michigan-Dearborn's Information Technology Council.

### 1. Purpose and Charge

Appointed by the Information Technology Executive Committee, the Information Technology Council is the official authoritative body for academic, infrastructure, research, and educational computing areas.

- a. Systems included in scope are:
  - Research computing, including high-performance computing
  - Desktop support, printing, and computer labs
  - Software licensing
  - Educational / instructional technology
  - Learning and collaboration tools
  - IT Service Desk
  - Cybersecurity
  - IT Architecture and Infrastructure
  - Web / Drupal support
  - Financial, DART, & HR services (to the extent of autonomy from Ann Arbor)
- b. The Information Technology Council is charged with accountability for the following:
  - Aligning Information Technology resources and applications with the University's institutional goals and needs.
    - Ensuring technology components and systems are in compliance with the [University's Electronic and Information Technology Accessibility standard 601.20](#).
    - Ensuring technology resources and applications support and contribute to a diverse, inclusive and equitable campus community
  - Establishing the priority and tracking the progress of projects.
  - Ensuring that projects provide maximum value to the institution, from project selection to implementation to ongoing management throughout the lifecycle.
  - Implementing changes needed to maintain compliance with regulations, laws, and mandates.
  - Resolving issues or conflicts in priority or process that arise, or, if such conflicts cannot be resolved by the committee, referring them to the Information Technology Executive Committee for resolution.
  - Examining risks and security objectives and implementing protective measures to reduce risks.
  - Supporting standard processes for requesting, reviewing, and implementing projects.
  - Ensuring appropriate communication and training to support IT initiatives.

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## 2. Composition

- Chief Information Officer (chair will be CIO or designee)
- Academic Affairs Representative (designated by Provost)
- Enrollment Management (designated by the Vice Provost for Enrollment Management)
- Business and Finance Representative (designated by Vice Chancellor, Business Affairs)
- Dean of Students (or designee)
- Chair of the Faculty Senate (or designee)
- Academic College Dean (designated by the Provost)
- University Librarian (or designee)
- Chief Information Officer-designated participants (maximum of 2)
- External Relations representative
- Institutional Advancement representative
- Teaching and Learning representative

When a vacancy occurs, the Information Technology Council will request a replacement from the corresponding VC or department.

## 3. Duties of Members

- Stay informed on institutional goals and emerging technologies and strategies
- Take an institutional view of the needs for information technology, aligned with the [University mission and vision](#), and the [campus-wide strategic plan](#).
- Collaborate with ITS to develop and approve timelines for projects, applying knowledge of the academic calendar and work cycles in their department / unit
- Communicate plans and timelines back to department / unit
- Track progress of work against agreed-upon timeframes
- Provide guidance on appropriate communication and change management

## 4. Meetings

The Information Technology Council will meet every six weeks or more frequently if needed to accomplish its duties. The Chief Information Officer or designee will chair meetings. The Chair is responsible for scheduling and calling meetings, setting and following up on agenda items, conducting meetings, maintaining project timelines and coordinating project needs between the Information Technology Council and Student Information Systems Committee, and reporting as needed to the Information Technology Executive Committee.

## 5. Reporting

The Chair will report out to the Information Technology Executive Committee on activities, issues, and recommendations, at each of its meetings.

## 6. Mediation Process

- IT Council (whole group)

## INFORMATION TECHNOLOGY COUNCIL CHARTER

- IT Executive Committee (whole group)
- Chancellor

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