



Information Technology

Governance

February, 2010

Information Technology Council

The Information Technology Council (ITC) is an Antioch University group responsible for establishing and monitoring University-wide technology standards, priorities, and policies. The group identifies and assesses University technology needs and assists with the development and implementation of the Information Technology Strategic Plan. The group works with the Information Technology Services (ITS) to review progress on technology initiatives, to provide feedback, and to serve as a forum for communication.

The ITC and its subcommittees will meet monthly. All agendas and meeting summaries will be posted on IT Website.

Each committee member is a representative of their constituent and their campus, it expected that they will represent them and be a conduit for all communications to and from the committees.

Role of the Information Technology Council

1. Oversee planning and prioritization of information technology efforts, ensure a fit with the institution's strategic and tactical plans as well as with the institution's budget and oversee the creation of annual work plans.
2. Make information technology policy recommendations to the University Administration.
3. Set institutional standards and procedures specific to information technology.
4. Clearly communicate the direction of information technologies, important policies, procedures and standards to institutional constituencies.
5. Fosters a cooperative team environment with and between the Information Technology Services and institutional departments.
6. Establishes priorities consistent with the institution's Strategic Plan, IT Strategic Plan and institutional tactical plans including allocation of financial, staff and technical resources to meet project and on-going operational tasks.
7. Establishes organizational technology standards, processes and procedures.
8. Enhances communication with and between institutional departments.
9. Provides the framework for monitoring progress on information technology priority projects and on-going operational tasks.

ITC Membership

The Vice Chancellors for will rotate on an annual basis as chair of the committee and the following are the committee members who are appointed on an annual basis for the calendar year.

Vice Chancellor for Academic Affairs
Vice Chancellor for Administration & Finance
One President Appointed by the Chancellor
One Chief Academic Officer Appointed by the UAC
Chair of Academic Technology Committee
Chair of Administrative Technology Committee
Chair of Communications & Collaboration Technology Committee
Representative of the Faculty
Chief Information Officer (Ex Officio)

Committees

Academic Technology Committee (ATC):

Responsible for academic learning and information technology.

Administrative Technology Committee (ADTC):

Responsible for the administrative information technology.

Communication & Collaboration Technology Committee (CCTC):

Responsible for technology based communication and collaboration tools including web, Internet, portal, email, telephones, and social networking aspects of learning and information technologies.

Academic Technology Committee

Responsible to the Information Technology Council, the Committee:

- Oversees planning and prioritization of learning and instructional technology efforts.
- Determines outcomes for academic services such as labs, faculty resource centers and training for faculty.
- Recommends to the Information Technology Steering Committee policies, standards and procedures that impact learning and information technology across the institution.
- Clearly communicates the direction of information technology, important policies, procedures and standards to their respective constituencies.

The Committee (usually representing each of the following):

- Two Chief Academic Officers (One of them will Chair)
- Representative of the University Library Directors
- One Adjunct Faculty
- One Program Coordinator
- Representative from the University Virtual Commons Initiative
- One Appointee by the Vice Chancellor for Academic Affairs
- Director of Academic Technology (Ex Officio)
- Others may be asked to attend depending on agenda

Administrative Technology Committee

Responsible to the Information Technology Council (ITC), the Committee:

- Establishes Administrative Data Stewardship and standards
- Sets priorities for programming requests to align with overall institutional goals and objectives.
- Approves job production schedules for administrative processes of the institution.
- Ensures the accuracy and integrity of institutional data.
- Participates in planning, implementation and testing of software installations and upgrades.
- Recommends to the Information Technology Steering Committee policies, standards and procedures that impact learning and information technology across the institution.
- Clearly communicates the direction of information technology, important policies, procedures and standards to their respective constituencies.

The Committee (usually representing each of the following):

- One representative of the ULC (Chair)
- One representative of the UAC
- One Representative from HR
- One Representative from Financial Services
- One Representative of the University Registrars
- One Representative of the Admissions or Students Services Area
- One Representative of the Financial Aid Officers
- One Representative from IR & Compliance area
- One nominee of the Vice Chancellor for Administration
- Director of Administrative Technology (ex officio)
- Others may be asked to attend depending on agenda

Communications & Collaborative Technology Committee

Communications & Collaborative Technology Committee is responsible for web, internet, and collaboration technology which could include portal, social networking, conference, email, document collaboration, etc.

Responsible to the Information Technology Council (ITC) the Committee:

- Oversees planning and prioritization of institutional web, internet and intranet efforts.
- Recommends to the Information Technology Steering Committee policies, standards and procedures pertaining to web, internet and intranet content, administration and maintenance.
- Ensures the impact and effectiveness of institutional web, internet and intranet efforts.
- Clearly communicates the direction of information technology, important policies, procedures and standards to their respective constituencies.

The Committee (usually representing each of the following):

- One President (Chair)
- One Representative of the University Library Directors
- Director of University Communications
- One Representative of Advancement/Marketing/Outreach
- One Representative of the Program Chairs
- One Representative from University Registrars
- One Representative from Admissions
- One Representative from the PhD Program
- One Faculty Representative
- Director of Technical Services (Ex Officio)
- Director of Administrative Technology (ex officio)
- Others may be asked to attend depending on agenda

Membership for 2010

Informational Technology Council

Vice Chancellor for Academic Affairs - Laurien Alexandre (Chair)
Vice Chancellor for Administration & Finance – Thomas Faecke
One President Appointed by the Chancellor – Cassandra Manuelito-Kerkvliet
One Chief Academic Officer Appointed by the UAC – Katherine Clarke
Chair of Academic Technology Committee – Tex Boggs
Chair of Administrative Applications Committee – David Caruso
Chair of Communications & Collaboration Technology Committee – Michael Fishbein
Representative of the Faculty – Elizabeth Holloway
Chief Information Officer (Ex Officio) – Ratnakar Nanavaty (Interim)

Academic Technology Committee

Two Chief Academic Officers – Tex Boggs (Chair) & Andrzej Bloch
One Representative of the University Library Directors – Deb Baldwin
One Representative of the Adjunct Faculty - TBD
One Representative of the Program Coordinators – Michele Honey
One Representative of the Faculty – Lillian Seldeen
One Representative from the University Virtual Commons Initiative – Anne Maxham
One Appointee by the Vice Chancellor for Academic Affairs – Katie Golus
Director of Academic Technology (Ex Officio)
Others may be asked to attend depending on agenda

Administrative Applications Technology Committee

One Representative of the ULC (Chair) – David Caruso
One Representative of Student Services/Admissions – Darlene Robertson
One Representative from HR – Suzette Castonguay
One Representative from Financial Services – David Houser
One Representative of the Registrars – Julia Dubiel
One Representative of Financial Aid Officers – Susan Howard
One Representative from IR & Compliance Area – Doug Wamer
One Nominee of the Vice Chancellor for Administration – Sandy Lee
Director of Administrative Technology (ex officio)
Others may be asked to attend depending on agenda

Communications & Collaborative Technology Committee

One President (Chair) – Michael Fishbein

One Representative of the University Directors of Library – Marcy Leverage

Director of University Communications – Lynda Sirk

One Representative from Advancement/Marketing/Outreach – Debi Klein

One Representative of the University Registrars – Barbara Talmadge

One Representative from Admissions/Student Services – Steve Weir

One Representative from the PhD Program – Wendy McGrath

One Faculty Representative – Representative of the Portal Working Committee

Director of Technical Services (Ex Officio)

Director of Administrative Technology (Ex officio)

Others may be asked to attend depending on agenda

The Existing Portal Committee will serve as an adhoc portal working committee under the guidance of Communications & Collaborative Technology Committee.