



University Senate
SENATE LEGISLATION APPROVAL

Date:	September 19, 2013
To:	Wallace D. Loh
From:	Vincent Novara Chair, University Senate 
Subject:	IT Council Structure
Senate Document #:	12-13-45

I am pleased to forward for your consideration the attached legislation entitled, "IT Council Structure." Devin Ellis, Chair of the Elections, Representation, and Governance (ERG) Committee, presented the proposal. The University Senate approved the proposal at its September 18, 2013 meeting.

We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: IT Council Structure
Senate Document # 12-13-45

VN/rm

Cc: Mary Ann Rankin, Senior Vice President for Academic Affairs & Provost
Reka Montfort, Executive Secretary and Director, University Senate
Juan Uriagereka, Associate Provost for Faculty Affairs
Terry Roach, Executive Assistant to the President
Janet Turnbull, President's Legal Office
Elizabeth Beise, Associate Provost for Academic Planning & Programs
Sylvia B. Andrews, Academic Affairs
Brian Voss, Vice President for Information Technology & CIO
Michael Eismeier, Division of Information Technology

Approved: 
Wallace D. Loh
President

Date: 09-23-2013



University Senate TRANSMITTAL FORM

Senate Document #:	12-13-45
Title:	Revisions to the Structure and Membership of the University IT Council
Presenter:	Devin Ellis Chair, Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	May 6, 2013
Date of Senate Review:	September 18, 2013
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or <li style="background-color: #e0e0e0;">2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>The Division of Information Technology (DivIT) is currently in the process of implementing its recently-approved Strategic Plan. An item from the Plan relates to creating a new structure for IT governance that more thoroughly engages the campus community in the long-term implementation of IT at UMD. On February 22, 2013, the SEC charged the ERG Committee with reviewing the structure and membership of the existing IT Council and making recommendations on its structure and function in relation to DivIT's request for enhanced governance of IT.</p> <p>The existing University IT Council is composed of three Deans, all Vice Presidents, three faculty members, a graduate student, an undergraduate student, and a University System of Maryland (USM) representative. The Council specification state that it shall be chaired by the Vice President and CIO for Information Technology, although in recent practice the Council has been chaired by the Provost. The IT Council meets only four or five times a year. Meetings generally consist of presentations on hot topics in IT rather than decision-making deliberations. DivIT would like to create a more robust and active governance structure focusing on four major governance areas: 1) infrastructure; 2) teaching and learning; 3) research; and 4) enterprise systems.</p>
Relevant Policy # & URL:	Article 7, University of Maryland Plan of Organization: http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf

<p>Recommendation:</p>	<ul style="list-style-type: none"> - The ERG Committee recommends that the IT Council be restructured to consist of a Steering Committee and four Working Groups, in accordance with the specifications in its report. - The ERG Committee recommends that the Bylaws of the University Senate be amended to include a description of the membership and general structure of the IT Council. - The ERG Committee recommends that the first order of business for the new IT Council should be to create its own Bylaws, which should be submitted to the University Senate for approval, in accordance with Article 7 of the Bylaws of the University Senate.
<p>Committee Work:</p>	<p>The ERG Committee reviewed the charge and considered different structures for a revised IT Council at its meetings on March 3, March 26, and April 17, 2013. The committee reviewed the current structure of the IT Council and met with the Planning and Projects Officer from DivIT throughout its review.</p> <p>The committee found that the current structure of the IT Council does not facilitate effective decision-making. DivIT indicated it would be more useful to simplify the Council to focus solely on the four governance areas. However, the ERG Committee felt strongly that a consortium of four groups without a coordinating body above them would run the risk of a) being relegated to a sub-Council status, or b) losing its connection to the Senate.</p> <p>The committee decided to recommend that the IT Council should retain a top-level Steering Committee responsible for oversight of four Working Groups focusing on the governance areas outlined by DivIT.</p> <p>In the recommendation, the Steering Committee for the IT Council should consist of a chair, the chairs of each Working Group, the Vice President and CIO (as a non-voting ex-officio), additional appropriate non-voting ex-officio members as appointed by agreement of the CIO and the SEC, and the following representatives already serving on a Working Group: one exempt staff member, one undergraduate student, one graduate student, one non-tenured research faculty member, and one tenured faculty member. The chair of the Steering Committee should also serve on one of the Working Groups. The Steering Committee should be responsible for reporting to the Vice President and CIO and the Senate, and should report to the Senate at least twice a year on its work.</p> <p>The committee recommends that the Working Groups represent</p>

the major groups of stakeholders in IT life at the University and should have between eight and twelve members. The groups should be made up of a majority of faculty and staff not serving as administrators, and students. The committee outlined specific membership recommendations for each Working Group, and determined that members and chairs should be appointed in accordance with section 7.5 of the Bylaws. Each group should be charged with researching and making recommendations on IT issues. The Working Groups should not be restricted to working on charges and should address additional issues as they see fit. It is expected that the Working Groups would consult with and/or meet with the relevant staff members from the Division as appropriate.

In addition to the specifications of the IT Council, the ERG Committee also determined that the Bylaws of the University Senate should detail the specifications of the Council. Accordingly, the committee developed the following text to be inserted into Article 8 of the Bylaws:

“8.3 IT Council:

8.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:

- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.**
- 2) Advise on the Division’s budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.**
- 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.**

8.3.b Membership: The IT Council Steering Committee shall consist of a chair (1), the chairs of the four (4) IT Council Working Groups, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one

	<p>(1) undergraduate student, one (1) graduate student, one (1) non-tenured research faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex-officio member. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC.</p> <p>8.3.c The Chair of the IT Council Steering Committee shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these <i>Bylaws</i>. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.</p> <p>8.3.d Working Groups: The IT Council shall create four standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division. The chair of each Working Group shall be appointed by the Committee on Committees, in consultation with the CIO, and shall serve a two year term. The four Working Groups shall be:</p> <ol style="list-style-type: none"> 1) Learning @ Technology 2) Enabling Research 3) Infrastructure 4) Enterprise Systems <p>8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.”</p>
Alternatives:	The Senate could reject the recommendation and the current structure of the IT Council would remain as the main source of IT governance at UMD. However, without such a change to the Council, DivIT may face difficulties in gaining the necessary engagement in decision-making related to IT.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	Senate approval, Presidential approval.

Senate Elections, Representation, & Governance Committee

Senate Document 12-13-45

Revisions to the Structure & Membership of the University IT Council

May 2013

BACKGROUND

In February 2013, the University Senate approved the Strategic Plan for the Division of Information Technology (DivIT) at the University of Maryland (UMD). Following approval by the Senate and the President of the University, DivIT began the process of transforming its Plan into action, and asked the Senate Executive Committee (SEC) to work with it to address an item in the Strategic Plan related to shared governance. The Strategic Plan recommended creating a structure for IT governance which more thoroughly engages the university community in determining the long-term implementation of IT at UMD. On February 22, 2013, the SEC charged the ERG Committee with reviewing the structure and membership of the existing IT Council and making recommendations on its structure and function in relation to IT governance.

CURRENT PRACTICE

The IT Council is a jointly-sponsored university-level shared governance body whose purpose is to advise the Vice President and CIO for Information Technology on information technology issues at UMD. The Council is composed of three Deans selected by the Provost, all Vice Presidents, three faculty members appointed by the Senate, a graduate student selected by the Graduate Student Government (GSG), an undergraduate student selected by the Student Government Association (SGA), and a University System of Maryland (USM) representative. The Council's specifications state that it should be chaired by the Vice President and CIO for Information Technology, although in recent practice it has been chaired by the Provost.

In current practice, the IT Council meets only four or five times a year and does not fulfill the objectives laid out in the Strategic Plan. Meetings generally consist of presentations on hot topics in IT rather than decision-making deliberations. DivIT would like to create a more robust and active governance structure focusing on four major governance areas: 1) *infrastructure*; 2) *teaching and learning*; 3) *research*; and 4) *enterprise systems*.

COMMITTEE WORK

The ERG Committee began its review of the charge (Appendix 3) on March 3, 2013. The committee discussed the charge and the current structure of the IT Council, and met with the Planning and Projects Officer from the Division of Information Technology. The Planning and Projects Officer, who was selected by the Vice President and CIO to work as a liaison with the ERG Committee during its processes, explained that the current structure of the IT Council does not serve DivIT's needs, primarily because it is a large and cumbersome group that does not engage in decision-making deliberations. He noted that it may be useful to consider dismantling the council as it currently stands to create a more effective decision-making group. In particular, he shared that the Vice Presidents and Deans likely would not need to have such a defined presence on the Council, since they already have well-defined communication channels with the Vice President and CIO. He also indicated that the Vice President, in

conversation with his peers, had received feedback that indicated they found the existing process to be a less than optimal use of their time.

With this information in mind, the ERG Committee considered different configurations for a restructured IT Council. The various structures attempted to align the needs of DivIT with the existing rules and procedures for University Councils in the Bylaws of the University Senate. The committee ultimately focused on a structure with a top-level committee and four Working Groups that would report to it.

The committee spent much of its review discussing whether the IT Council should include such a top-level body. One structure considered by the committee included a large and formal top-level body, which included deans and vice presidents in its membership. Feedback from DivIT indicated that such a structure was precisely what the desired change was intended to avoid. DivIT felt it would be more useful to simplify the Council to focus on the four governance areas. However, the ERG Committee felt strongly that a consortium of four groups without a coordinating body above them would run the risk of a) being relegated to a sub-Council status, or b) losing its connection to the Senate. The latter point was reinforced by consulting the regulations for University Councils laid out in the Senate Bylaws, and by obtaining from the Senate Parliamentarian an opinion confirming that it would be difficult (if not impossible) to enforce a relationship between the Senate and the new IT Council if it did not adhere to certain fundamental, definitional standards (see Article 7 of the Bylaws in Appendix 2).

Ultimately, the committee proposed a structure that includes a streamlined Steering Committee responsible for oversight of the Working Groups. The Steering Committee's membership would consist of the chairs and some members of various Working Groups, in order to facilitate cooperation between the four groups and to assist the Steering Committee in seeing the full picture of the work of the IT Council.

The committee also discussed the composition and responsibilities of the Working Groups at length. The Working Groups would include members from: 1) *traditional shared governance constituencies*; 2) *administrative stakeholders*; and 3) *unique custodians and consumers of IT*, (see Appendix 1 for a full list of stakeholders). The committee discussed specific membership that might be critical for each Working Group. In total, each group would have eight to ten voting members. In terms of ex-officio membership, the committee agreed to give DivIT the flexibility to identify individuals to represent appropriate stakeholders on an annual basis. The committee discussed the reporting requirements for the Working Groups, and determined that they would report to DivIT or to the Steering Committee at its discretion.

In determining the appropriate requirements for chairs for the Steering Committee and the Working Groups, the committee reviewed Article 7 of the Bylaws of the University Senate. The Bylaws state that the chair of a University Council should be chosen by the Vice President with the input of the Senate, and should serve a three year term. The committee noted no concerns with that arrangement, but did wish that the chair should serve as a member of one of the Working Groups as well. The committee determined that the Working Group chairs should serve two year terms, in the hope of striking a balance between a desire for institutional memory and recognition of the time commitment involved in serving as chair.

As the committee developed a proposed structure for the revised IT Council, it also agreed that the Bylaws of the University Senate should contain the specifications of the IT Council, as they include the specifications of the University Library Council and University Research Council. Accordingly, the committee developed appropriate text to be inserted into Article 8 of the Bylaws.

At its meeting on April 17, 2013, the committee voted to recommend that the IT Council be restructured in accordance with the specifications described below. It also voted to recommend inserting the specifications of the IT Council into the Bylaws of the University Senate.

RECOMMENDATIONS

The Elections, Representation, & Governance Committee recommends that the IT Council be restructured to consist of a Steering Committee and four Working Groups, created in accordance with the specifications described below.

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to include a description of the membership and general structure of the IT Council.

The Elections, Representation, & Governance Committee recommends that the first order of business for the new IT Council should be to create its own Bylaws, which should be submitted to the University Senate for approval, in accordance with Article 7 of the Bylaws of the University Senate.

RECOMMENDED IT COUNCIL STRUCTURE

Recommended IT Council: The IT Council should be a consortium composed of four Working Groups as explained below. The Council should also include a Steering Committee, which should have responsibility for oversight of the four Working Groups, outlined below.

Purpose and Responsibilities:

The business of the IT Council should be:

- 1) To respond to requests from DivIT, an existing extra-divisional advisory body (such as the Council of Deans or the Student Tech Fee Committee), the University Senate, or any other campus stakeholder for guidance on IT policy and implementation.
- 2) To advise on DivIT's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and to fulfill all other responsibilities listed in Article 7 Section 4 of the Bylaws of the University Senate.
- 3) To initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.

Steering Committee

Membership: IT Council Steering Committee's membership should include:

1. A Chair
2. The four Working Group chairs
3. Vice President for IT and CIO, or designee, as non-voting ex officio
4. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC
5. One exempt staff person already serving on a Working Group
6. One undergraduate student already serving on a Working Group
7. One graduate student already serving on a Working Group
8. One non-tenured research faculty member already serving on a Working Group
9. One tenured faculty member already serving on a Working Group

Members should be appointed in accordance with section 7.5 of the Bylaws of the University Senate. The Chair of the IT Council Steering Committee should also be appointed in accordance with section 7.5 and should serve as a member of one of the Working Groups as well. The Steering Committee should meet at least once a year to report out on the Working Group to the SEC and Vice President and CIO.

Reporting: The Steering Committee should report either to the Vice President and CIO, or to the University Senate when responding to charges from the Senate Executive Committee. Twice a year, the IT Council Steering Committee should report to the SEC and the Senate on the work of its four groups. The CIO should be responsible for keeping the Council of Deans and Cabinet fully and appropriately apprised of the work of the IT Council, and should coordinate any requests or charges from the Cabinet and Deans to the appropriate Working Group.

Working Groups

Working Groups should be charged with carrying out research on issues and proposing recommendations. Each group should be responsible for advising on DivIT's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and should have all other responsibilities listed in 7.4.b of the Bylaws of the University Senate. The Working Groups should report their findings and recommendations either a) directly to the relevant DivIT unit or office; or b) to the Steering Committee. Each Working Group should be supported by and work with a Deputy CIO in the Division as designated by the CIO.

Working Groups should also be an incubator for issues and ideas, and should not operate only in response to charges. Working Groups should meet somewhere between eight and nine times per year, or approximately once a month.

Working Groups are designed to be nimble, and to bring together the concerns of key stakeholders from across the campus community, including consumers of IT resources, and those responsible for delivering those resources and planning for the future. It is expected that Working Groups would consult with and/or meet with relevant staff members from the Division as appropriate.

Membership: Working Groups should represent the three major groups of stakeholders in IT life at the University (Appendix 1). The groups generally should have between eight and twelve members, and a chair. A majority of members should be drawn from faculty and staff not serving as administrators, and students. Faculty, staff, and student members should be appointed in accordance with section 7.5 of the Bylaws of the University Senate. Appropriate *Administration Stakeholders* and *Unique Custodians & Consumers* should be selected by the CIO, in consultation with the Senate. Faculty and staff members should serve two year terms. Undergraduate and graduate student members may serve one year terms. Members appointed by the CIO should be reappointed annually as appropriate.

Chairs: Each Working Group should have a chair, chosen by the Committee on Committees of the Senate in consultation with the CIO. Chairs should be appointed to serve a two year term, and may be reappointed for one additional two year term.

Recommended Working Groups:

Learning @ Technology

Remit: Classroom Support, Learning Support, Student Experience, Instructor Experience, Scholarly Enablement

Special Membership Recommendations: Membership should include at least one graduate student and one undergraduate student. At least one faculty member should be in a Non Tenure-Track instructional faculty category and at least one student member should also be a member of the Campus Student Technology Fee Advisory Committee (CSTFAC). The Director of CTE should be a member.

Enabling Research

Remit: Research Support Tools, Collaboration Tools, Data Storage and Access, IT and IP Issues

Special Membership Recommendations: At least one faculty member should be from the Non Tenure-Track Research category. The committee should include designees from the VP of Research and the Dean of the Graduate School.

Infrastructure

Remit: Physical Hardware/Software/Networking, Lifecycle Refresh, Security

Special Membership Recommendations: Membership should include at least one graduate student, one undergraduate student, and one staff member. At least one student member should also be a member of CSTFAC.

Enterprise Systems

Remit: Physical Infrastructure, Enterprise Business Systems

Special Membership Recommendations: This Working Group may not need to follow the general rule of a majority of non-administrator members appointed by the Senate. Generally speaking, more leeway should be allowed to the CIO in determining the membership of the Group. However, this group should include at least one staff member in its membership.

RECOMMENDED AMENDMENT TO THE BYLAWS OF THE UNIVERSITY SENATE

8.3 IT Council:

8.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:

- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
- 2) Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the *Bylaws of the University Senate*.
- 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.

8.3.b Membership: The IT Council Steering Committee shall consist of a chair (1), the chairs of the four (4) IT Council Working Groups, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) non-tenured research faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex-officio member. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC.

8.3.c The Chair of the IT Council Steering Committee shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5

of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.

8.3.d Working Groups: The IT Council shall create four standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division. The chair of each Working Group shall be appointed by the Committee on Committees, in consultation with the CIO, and shall serve a two year term. The four Working Groups shall be:

- 1) Learning @ Technology
- 2) Enabling Research
- 3) Infrastructure
- 4) Enterprise Systems

8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

APPENDICES

Appendix 1 – List of IT Consumers at UMD

Appendix 2 – Proposed Amended Bylaws of the University Senate

Appendix 3 – University Senate Executive Committee Charge on Revisions to the Structure and Membership of the University IT Council

APPENDIX 1 - LIST OF IT CONSUMERS AT UMD

LIST OF IT CONSUMERS AT UMD

- Defined as: large entities that provide, own, or consume specialized IT service(s) at UMD.

Traditional SG Constituencies

- Faculty
- Staff
- Undergraduate students
- Graduate students

Administration Stakeholders

- College IT Units
- VP Research
- Provost
 - Libraries
 - Undergraduate Studies
 - Graduate Studies
 - IRPA
 - Records & Registration
 - Admission & Enrollment
 - Personnel
- VP Admin
 - Facilities
 - Comptroller
 - Public Safety
 - Capital Projects
- VP Student Affairs
 - Resident Life/Resident Facilities
 - Dining Services
 - Stamp/OCP
- VP University Relations

Unique Custodians & Consumers

- UMIACS
- Other outposts of research computing centers including BSOS, CMNS (not served by UMIACS), Smith IT
- Maryland Cybersecurity Center
- University of Maryland Extension
- Maryland Technology Enterprise Institute (MTECH)
- Mid-Atlantic Crossroads
- Center for Teaching Excellence
- MPower
- Human-Computer Interaction Lab
- Future of Information Alliance
- Shady Grove

**APPENDIX 3 - SEC CHARGE ON REVISIONS TO THE STRUCTURE
AND MEMBERSHIP OF THE UNIVERSITY IT COUNCIL**



**University Senate
CHARGE**

Date:	February 25, 2013
To:	Devin Ellis Chair, Elections, Representation, & Governance (ERG) Committee
From:	Martha Nell Smith  Chair, University Senate
Subject:	Revisions to the Structure & Membership of the University IT Council
Senate Document #:	12-13-45
Deadline:	March 30, 2013

The Senate Executive Committee (SEC) requests that the Elections, Representation & Governance (ERG) Committee review the structure and membership of the University Information Technology (IT) Council to ensure that it aligns with the principles in the new IT strategic plan, "Promoting Innovation: The University of Maryland Information Technology Strategic Plan."

Specifically, we ask that you:

1. Review the current structure of the IT Council and recommend whether it should be transformed into a three-dimensional governance body.
2. Consult with members of the Division of Information Technology regarding a structure for the body.
3. Recommend revised guidelines for the presiding officer of the body.
4. Recommend revised membership guidelines including faculty, staff, student, and ex-officio members of the body.

We ask that you submit your report and recommendations to the Senate Office no later than March 30, 2013. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

**Appendix 2: Addition of User Experience Working Group to the IT Council
(Senate Document #14-15-10)**



UNIVERSITY OF
MARYLAND

UNIVERSITY SENATE

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SENATE LEGISLATION APPROVAL

Date:	April 24, 2015
To:	Wallace D. Loh
From:	Donald Webster Chair, University Senate 
Subject:	Addition of User Experience Working Group to the IT Council
Senate Document #:	14-15-10

I am pleased to forward for your consideration the attached legislation entitled, "Addition of User Experience Working Group to the IT Council." Jess Jacobson, Chair of the Elections, Representation, and Governance (ERC) Committee, presented the proposal. The University Senate approved the proposal at its April 23, 2015 meeting.

We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Addition of User Experience Working Group to the IT Council
Senate Document # 14-15-10

DW/rm

Cc: Mary Ann Rankin, Senior Vice President and Provost
Reka Montfort, Executive Secretary and Director, University Senate
Juan Uriagereka, Associate Provost for Faculty Affairs
Michael Poterala, Vice President and General Counsel
Janet Turnbull, Office of General Counsel
Elizabeth Beise, Associate Provost for Academic Planning & Programs
Sylvia B. Andrews, Academic Affairs
Eric Denna, Vice President and Chief Information Officer, Division of Information Technology
Gerry Sneeringer, Director and Chief IT Security Officer, Division of Information Technology
Michael Eismeier, Director, Division of Information Technology
Chris Kernan, Project Manager, Division of Information Technology

Approved: 
Wallace D. Loh
President

Date: 05-04-2015



University Senate TRANSMITTAL FORM

Senate Document #:	14-15-10
Title:	Addition of User Experience Working Group to the IT Council
Presenter:	Jess Jacobson Chair, Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	April 9, 2015
Date of Senate Review:	April 23, 2015
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>Upon approval of the “Promoting Innovation: The University of Maryland Information Technology Strategic Plan,” the Division of Information Technology (DivIT) asked the Senate for assistance in revising the structure of the IT Council to encourage more robust IT governance. After consideration by the Senate ERG Committee, the Senate approved a revised IT Council structure in September 2013. During the first year of implementation of the new structure of the IT Council, DivIT found that the new structure did not incorporate an appropriate venue for consideration of the user experience of campus community members. In fall 2014, DivIT asked that the Senate consider revising the structure to include an additional Working Group focused on user experience. On October 24, 2014, the SEC charged the ERG Committee with reviewing the proposed addition to the IT Council.</p>
Relevant Policy # & URL:	<p>Article 8, Bylaws of the University Senate: http://www.senate.umd.edu/governingdocs/bylawsrevised09-18-13.pdf</p>
Recommendation:	<p>The ERG Committee recommends that the Bylaws of the University Senate be amended to include an additional Working Group focused on User Experience to the IT Council, and to provide brief descriptions of each Working Group of the Council.</p>
Committee Work:	<p>The ERG Committee reviewed the charge and considered the current Working Groups for the IT Council on October 27, 2014. The committee met with representatives from DivIT in December 2014 to discuss the rationale behind a new Working Group.</p> <p>DivIT envisions the new Working Group as focusing specifically on how faculty, staff, students, and other users interact with IT</p>

	<p>services at UMD. Among other issues, the group will: consider what students are receiving in terms of an IT experience at UMD, and whether that aligns with what students expect and need; review whether systems and services are integrated; consider whether tools are modernized and easy to use; and address compliance with federal and state accessibility standards. As it gathers information for its work, the User Experience Working Group will determine how best to measure the experiences and needs of the campus community, so that all constituents can be involved in setting priorities based on community needs. The Working Group may utilize surveys or other tools to gather input.</p> <p>As it considered the new Working Group, the ERG Committee found that there is value in having a separate Working Group dedicated to user experience. While other Working Groups may be composed of IT professionals or individuals with expertise related to specific tools or systems, the User Experience Working Group will have broader representation of faculty, staff, and students who are not experts but who use IT services regularly. Because of its broader membership, the User Experience Working Group will have a different core perspective, which will allow the IT Council to better assess needs and priorities across campus.</p> <p>In its review, the ERG Committee assessed whether the information provided in the Senate Bylaws about the IT Council is adequate. The committee noted that the lack of descriptions related to Working Groups could prevent readers and potential volunteers from understanding the focus of each group. After discussion, the ERG Committee agreed to develop additional text for the Bylaws to summarize the purview of each Working Group.</p> <p>In spring 2015, the ERG Committee considered whether an additional Working Group on cybersecurity should be created. After much consideration, DivIT and the IT Council agreed that the group should be advisory to the IT Council and to each of the Working Groups, and should not be a Working Group. The ERG Committee agreed that an advisory group would be appropriate.</p>
Alternatives:	The Senate could reject the recommendation and the current structure of the IT Council would remain. However, without including an additional Working Group, DivIT may face difficulties in gaining the necessary feedback on the user experience with IT.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	Senate approval, Presidential approval.

Senate Elections, Representation, & Governance Committee

Senate Document #14-15-10

Addition of User Experience Working Group to the IT Council

April 2015

BACKGROUND

During the 2012-2013 academic year, the Division of Information Technology (DivIT) developed the “Promoting Innovation: The University of Maryland Information Technology Strategic Plan,” which was approved by the University Senate and President in February 2013. Subsequently, DivIT asked the Senate Executive Committee (SEC) for assistance in carrying out a recommendation in the Strategic Plan for a more robust structure for IT governance. In the spring of 2013, the SEC charged the ERG Committee with considering revising the structure and membership of the IT Council to align with the needs identified by DivIT. The ERG Committee made a series of recommendations (Appendix 2) to restructure the Council to streamline its membership and focus on key areas of IT governance. In September 2013, the University Senate approved revisions to the structure of the IT Council.

During the first year of implementation of the new structure of the IT Council, DivIT found the new structure did not incorporate an appropriate venue for consideration of how the campus community is served by information technology services and programs. In the fall of 2014, the Vice President for Information Technology and Chief Information Officer returned to the SEC to ask that the Senate consider revising the structure of the IT Council to include an additional Working Group focused on the experience of users of IT services. On October 24, 2014, the SEC charged the ERG Committee with reviewing the proposed addition to the IT Council (Appendix 3).

CURRENT PRACTICE

In its previous work related to the IT Council (Appendix 2), the ERG Committee made recommendations to restructure the Council to be composed of a Steering Committee and four Working Groups. The Steering Committee is responsible for coordination and oversight of the Working Groups, and its membership consists of a chair, the chairs of each Working Group, one exempt staff member, one undergraduate student, one graduate student, one non-tenured research faculty member, and one tenured faculty member. In order to facilitate cooperation between the four groups and to assist the Steering Committee in seeing the full picture of the work of the IT Council, each member of the Steering Committee also serves on a Working Group. The Vice President and CIO or his or her designee serves as a non-voting ex-officio member, and additional non-voting ex-officio members may be appointed as needed.

The IT Council Working Groups are charged with performing research on issues before the Council and proposing recommendations on issues within their individual purviews. Currently, the four Working Groups of the IT Council are: Learning @ Technology, Enabling Research, Infrastructure, and Enterprise Systems. Working Groups report to the Steering Committee, or, when appropriate, to the relevant unit or office within DivIT.

COMMITTEE WORK

The ERG Committee began reviewing its charge on October 27, 2014. It reviewed the committee's past work on the structure of the IT Council, and considered the importance of the user experience in determining allocation of IT resources and planning for future developments in services and programs.

In December 2014, the ERG Committee met with the Director of Finance, Human Resources, Planning and Projects and with the Executive Assistant to the Vice President and Chief of Staff from DivIT to discuss the rationale behind a new Working Group focused on the user experience.

The ERG Committee learned that in the past year, the IT Council Working Groups have become more influential in IT decision making, and as they move forward, the Working Groups will explicitly set the course for DivIT in terms of investments, priorities, and decision making. As it began setting up its Working Groups, DivIT recognized a need for an additional group to provide the perspective of IT users in its decision making processes.

DivIT envisions the new Working Group as focusing specifically on how faculty, staff, students, and other users interact with IT services at UMD. The group's first focus will be on the general student experience with IT; it will consider what students are receiving in terms of an IT experience when they come to UMD, and whether that aligns with what students expect and need. The group will consider whether systems and services are integrated and whether tools are modernized and easy to use. The group will also consider compliance with federal and state accessibility standards. As it gathers information for its work, the User Experience Working Group will need to determine how best to measure the experiences and needs of the campus community, so that all constituents can be involved in setting priorities based on community needs. The Working Group may utilize surveys or other tools to gather input, depending on the issues under consideration.

The ERG Committee considered the role of users in IT decision making, and noted that the user experience should be a consideration for all IT Council Working Groups. However, the committee agreed that there is value in having a separate Working Group dedicated to the user experience as well. The committee noted that other Working Groups may be composed of IT professionals or individuals with expertise related to specific tools or systems, whereas the User Experience Working Group would have broader representation of faculty, staff, and students who are not experts but who use IT services regularly in the course of their work or study at the University. Because of its broader membership, the User Experience Working Group will have a different core perspective than the other Working Groups, and its perspective will allow the IT Council to better assess needs and priorities across campus.

In addition to considering the new User Experience Working Group, the ERG Committee considered whether the information included in the Senate Bylaws related to the Working Groups is adequate. The committee noted that the current language in the Bylaws does not include a description of the purview of each Working Group. The committee suggested that the differences between Working Groups would be better understood by readers and by potential volunteers if more information were included in the Senate Bylaws. After deliberation, the ERG Committee agreed to develop additional text for the Bylaws to summarize the purview of each Working Group.

In January 2015, as the ERG Committee put forward its recommendations to the Senate Executive Committee for review, the Senate Office received a request from DivIT to consider an additional Working Group to focus on issues related to cybersecurity. Because of this request, the SEC returned this report to the ERG Committee to consider a cybersecurity Working Group.

The ERG Committee communicated with DivIT in February and March 2015 about the purpose for a new group and how best to integrate it into the IT Council. After much consideration, DivIT and the IT Council agreed that a new group on cybersecurity should be an advisory group rather than a Working Group. An advisory group would be able to advise each of the Working Groups and the full IT Council more effectively, and could include in its membership subject matter experts or professionals with experience on security issues. In the proposed structure, any decisions related to cybersecurity would be the responsibility of the IT Council Steering Committee, which ensures that security decisions are being made through a shared governance process.

On March 30, 2015, the ERG Committee discussed the decision made by the IT Council and agreed that creating an advisory group on security issues rather than a Working Group would be appropriate. Since advisory groups may be formed as needed without requiring amendment to the Senate Bylaws, no changes were made to the recommendations below to incorporate a cybersecurity advisory group.

RECOMMENDATIONS

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to include an additional Working Group focused on User Experience to the IT Council, and to provide brief descriptions of each Working Group of the Council.

RECOMMENDED AMENDMENTS TO THE BYLAWS OF THE UNIVERSITY SENATE

8.3 University IT Council:

- 8.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:
- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
 - 2) Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.
 - 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.
- 8.3.b Membership: The IT Council shall consist of a Chair (1), the chairs of the ~~four~~ **five (45)** IT Council Working Groups, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) professional track faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex officio member. Additional non-voting ex officio members may be appointed as needed, by agreement between the CIO and the Senate Executive Committee.
- 8.3.c The Chair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.

8.3.d Working Groups: The IT Council shall create ~~four~~ **five** standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division. The chair of each Working Group shall be appointed by the CIO and shall serve a two-year term. The ~~four~~ **five** Working Groups shall be:

- 1) Learning @ Technology, **which focuses on IT portfolio related decisions regarding technology for classroom support, learning support, and scholarly enablement;**
- 2) Enabling Research, **which focuses on IT portfolio related decisions regarding tools that support research, such as collaboration tools, data storage and access, and other research computing initiatives;**
- 3) Infrastructure, **which focuses on IT portfolio related decisions regarding physical hardware and investments needed to support University IT service offerings;**
- 4) Enterprise Systems, **which focuses on IT portfolio related decisions regarding enterprise administrative software and systems used by faculty, staff, and students on a daily basis; and**
- 5) **User Experience, which focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.**

8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

APPENDICES

Appendix 1 – Proposed Amended Bylaws of the University Senate

Appendix 2 – ERG Committee Report on Revisions to the Structure & Membership of the University IT Council (Senate Document #12-13-45)

Appendix 3 – University Senate Executive Committee Charge on Addition of User Experience Working Group to the IT Council

**APPENDIX 3 - SENATE EXECUTIVE COMMITTEE CHARGE ON ADDITION
OF USER EXPERIENCE WORKING GROUP ON THE IT COUNCIL**



**University Senate
CHARGE**

Date:	October 24, 2014
To:	Jess Jacobson Chair, Elections, Representation, & Governance Committee
From:	Donald Webster Chair, University Senate 
Subject:	Addition of User Experience Working Group to the IT Council
Senate Document #:	14-15-10
Deadline:	December 19, 2014

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the attached proposed revision to the IT Council structure and evaluate whether an additional working group focused on “user experience” should be added.

Specifically, we ask that you:

1. Consult with the Director of Finance, Human Resources, Planning and Projects within the Division of Information Technology on the need for a working group on user experience.
2. Consider whether the proposed working group on user experience will help address the information technology needs of the campus.
3. Consider whether the chair of the proposed working group should be a voting member of the IT Council Steering Committee.
4. Consider whether any additional working groups should be added to the IT Council to address any needs not being met by the existing and proposed groups.
5. If appropriate, recommend changes to the Senate Bylaws.

We ask that you submit your report and recommendations to the Senate Office no later than December 19, 2014. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

DW/rm

**Appendix 3: Revisions to the IT Council Section of the Senate Bylaws
(Senate Document #15-16-04)**



UNIVERSITY OF
MARYLAND

UNIVERSITY SENATE

1100 Marie Mount Hall
College Park, Maryland 20742-4111
Tel: (301) 405-5805 Fax: (301) 405-5749
<http://www.senate.umd.edu>

SENATE LEGISLATION APPROVAL

Date:	March 10, 2016
To:	Wallace D. Loh
From:	Willie Brown Chair, University Senate 
Subject:	Revisions to the IT Council Section of the Senate Bylaws
Senate Document #:	15-16-04

I am pleased to forward for your consideration the attached legislation entitled, "Revisions to the IT Council Section of the Senate Bylaws." Jess Jacobson, Chair of the Elections, Representation, and Governance Committee, presented the proposal. The University Senate approved the proposal at its March 9, 2016 meeting.

We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Approval of the Revisions to the IT Council Section of the Senate Bylaws
Senate Doc. No. 15-16-04

WB/rm

Cc: Mary Ann Rankin, Senior Vice President and Provost
Reka Montfort, Executive Secretary and Director, University Senate
Michael Poterala, Vice President and General Counsel
Eric Denna, Vice President for Information Technology and Chief Information Officer
Alison Robinson, Assistant Vice President, Division of Information Technology
John Bertot, Associate Provost for Faculty Affairs
Elizabeth Beise, Associate Provost for Academic Planning & Programs
Sylvia B. Andrews, Academic Affairs
Jess Jacobson, Chair of the Elections, Representation, and Governance Committee
Andrew Baden, Chair of the IT Council

Approved: 
Wallace D. Loh
President

Date: 03-18-2016



University Senate TRANSMITTAL FORM

Senate Document #:	15-16-04
Title:	Revisions to the IT Council Section of the Senate Bylaws
Presenter:	Jess Jacobson, Chair, Senate Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	January 21, 2016
Date of Senate Review:	March 9, 2016
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or <li style="background-color: #cccccc;">2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>Since the 2012-2013 academic year, the University Senate and the Division of Information Technology (DIT) have been working together to establish a new framework for a robust structure of IT governance. During summer 2015, the Vice President for Information Technology and Chief Information Officer (CIO) requested a revision to the structure of the IT Council. The IT Council recently formed an IT Security Advisory Committee to serve as an advisor to the IT Council and to each of the Working Groups, and the VP and CIO requested that the chair of the IT Security Advisory Committee be included on the IT Council as a voting member. In August 2015, the Senate Executive Committee (SEC) charged the ERG Committee with considering whether revisions to the IT Council's membership would be appropriate.</p>
Relevant Policy # & URL:	http://www.senate.umd.edu/governingdocs/2015Bylaws.pdf
Recommendation:	The ERG Committee recommends that the Senate Bylaws be revised to include the chair of the IT Security Advisory Committee as a member of the IT Council and to reflect current administrative structures within the Division of Information Technology, as indicated in the revised Bylaws immediately following this report.
Committee Work:	<p>The ERG Committee began reviewing its charge in September 2015. It reviewed its past work related to the IT Council, and discussed the role of the IT Security Advisory Committee (ITSAC) in DIT and the IT Council.</p> <p>The ERG Committee met with a representative from DIT during its review and learned that the ITSAC was created in 2015 as a result</p>

	<p>of the impact security considerations have on all IT decision making today. The ITSAC is advisory to the IT Council and each of the Working Groups, and is intended to work both reactively and proactively, reacting to problems that arise related to security threats and making decisions on how best to prepare for and prevent IT security issues. The ITSAC reports to the full IT Council.</p> <p>The ERG Committee considered the value of adding the chair of the ITSAC to the IT Council, and learned that DIT is not discussing any additional revisions to the IT Council’s structure. In meeting with a representative from DIT, the ERG Committee also noted that existing language in the Senate Bylaws related to DIT staff support for the IT Council would need to be updated as well, given a recent reorganization in the staff of the Division.</p> <p>After discussion, the ERG Committee voted unanimously in favor of recommending a revision to the Senate Bylaws to include the chair of the ITSAC as a member of the IT Council and to revise language to reflect the Division’s current administrative structure.</p>
Alternatives:	The Senate could reject the recommendation and the current structure of the IT Council would remain. However, without these revisions, the IT Council may not have the input it needs on issues related to security before the Council.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approval Required:	Senate approval, Presidential approval.

Senate Elections, Representation, & Governance Committee

Report on Senate Document # 15-16-04

Revisions to the IT Council Section of the Senate Bylaws

January 2016

2015-2016 ERG Committee Members

Jess Jacobson, Chair

Kathleen Denz, Ex-Officio VP IRPA Rep

Cynthia Trombly Allen, Ex-Officio Director of Human Resources Rep

Alice Altstatt, Faculty

Virginia Brown, Faculty

Toby Egan, Faculty

Charles Fenster, Faculty

Andrew Horbal, Faculty

Anne Raugh, Faculty

Holly Rollins, Exempt Staff

Cliffornia Royals Pryor, Non-Exempt Staff

Kevin Fitzgerald, Graduate Student

Kimberley Hannah, Graduate Student

Sudeep Roy Choudhury, Undergraduate Student

Leslie Joy, Undergraduate Student

BACKGROUND

Since the 2012-2013 academic year, the University Senate and the Division of Information Technology (DIT) have been working together to establish a new framework for a robust structure of IT governance. In spring 2013, the Senate ERG Committee was charged to revise the structure and membership of the University IT Council to align with the needs identified by DIT; a revised IT Council structure was approved by the Senate and the President in September 2013 (Senate Document #12-13-45). During the 2014-2015 academic year, the Division proposed incorporating a Working Group focused on how the campus community is served by information technology services and programs to the IT Council. The Senate and President approved revisions proposed by the Senate ERG Committee in April 2015 to create a User Experience Working Group (Senate Document #14-15-10).

During the summer of 2015, the Vice President for Information Technology and Chief Information Officer (CIO) contacted the Senate Office and requested an additional revision to the structure of the IT Council. The IT Council recently formed an IT Security Advisory Committee to serve as an advisor to the IT Council and to each of the Working Groups, and the VP and CIO requested that the chair of the IT Security Advisory Committee be included on the IT Council as a voting member. In August 2015, the Senate Executive Committee (SEC) charged the ERG Committee with considering whether revisions to the IT Council's membership would be appropriate (Appendix 2).

CURRENT PRACTICE

The University IT Council in its current structure is composed of the Council, five Working Groups focused on particular areas of IT that report to the Council and the Division, and the newly-established IT Security Advisory Committee. The IT Council is composed of a chair, the chairs of each of the five Working Groups, one exempt staff member, one undergraduate student, one graduate student, one professional track faculty member, and one tenured faculty member. In order to facilitate cooperation between the Council and the Working Groups, each member of the Council also serves on a Working Group. The Vice President and CIO, or his or her designee, serves as a non-voting ex-officio member, and additional non-voting ex-officio members may be appointed as needed.

COMMITTEE WORK

The ERG Committee began reviewing its charge in September 2015. It reviewed its past work related to the IT Council, and discussed the role of the IT Security Advisory Committee in DIT and the IT Council.

During its work on a related charge in spring 2015 (Appendix 1), the ERG Committee spoke with DIT about the creation of the IT Security Advisory Committee (ITSAC). As it discussed establishing a new Working Group for the IT Council, DIT and the ERG Committee also considered whether the IT Council should include a Working Group on security. DIT and the ERG Committee ultimately agreed that a security-related group should be advisory to the entire IT Council and each of the Working Groups, rather than being established as a Working Group. However, the ERG Committee and DIT did not discuss at that time whether the chair of the advisory group should be represented on the IT Council.

In October 2015, the ERG Committee met with the Assistant Vice President and Deputy CIO for Service Strategy, Operations, and Business Support from DIT to discuss the proposal. The Assistant Vice President and Deputy CIO explained that DIT created the ITSAC in 2015 in part because it recognizes the integral role security now plays and will continue to play in all decision making in the Division. The ITSAC is intended to work both reactively and proactively, in that it reacts to problems that arise related to security threats, and it also makes decisions on how best to prepare for and prevent IT security issues. The ITSAC has broad representation of constituencies, and one of its first tasks was conducting a survey

of campus IT security and developing a baseline of UMD's approach to IT security so that it can make recommendations on how to improve security. The Assistant Vice President and Deputy CIO noted that recommendations from the ITSAC will be reviewed by the full IT Council.

The ERG Committee inquired whether any additional Working Groups or Advisory Groups need to be created and included in the structure of the IT Council at this time. The Assistant Vice President and Deputy CIO stated that there are currently no discussions in DIT to further expand the IT Council. The ERG Committee also discussed an additional revision noted in the proposal related to staff support for the IT Council within the Division. The Bylaws currently state that each Working Group will work with the appropriate Deputy CIO in the Division; DIT recently underwent a reorganization of staff and units, and as a result, currently only has one Deputy CIO. The Assistant Vice President and Deputy CIO confirmed that the language should be revised to state that the Working Groups will work with an appropriate Division staff member as identified by the CIO. The ERG Committee saw no concerns with this revision.

After additional discussion, the ERG Committee agreed that revising the membership of the IT Council to include the chair of the ITSAC as a voting member would be beneficial to the Council's work. At its meeting on November 6, 2015, the ERG Committee voted unanimously in favor of recommending revisions to the Bylaws to add a new seat for the Chair of the ITSAC to the University IT Council and to revise the language related to appropriate staffing from the Division.

RECOMMENDATIONS

The ERG Committee recommends that the Senate Bylaws be revised to include the chair of the IT Security Advisory Committee as a member of the IT Council and to reflect current administrative structures within the Division of Information Technology, as indicated in the revised Bylaws immediately following this report.

APPENDICES

Appendix 1 – Addition of User Experience Working Group to the IT Council, Senate Document #14-15-10

Appendix 2 – Senate Executive Committee Charge on Revisions to the IT Council Section of the Senate Bylaws

APPENDIX 2 - SENATE EXECUTIVE COMMITTEE CHARGE ON REVISIONS TO THE IT COUNCIL SECTION OF THE SENATE BYLAWS



**University Senate
CHARGE**

Date:	August 31, 2015
To:	Jess Jacobson Chair, Elections, Representation, & Governance Committee
From:	Willie Brown Chair, University Senate <i>Willie Brown</i>
Subject:	Revisions to the IT Council Section of the Senate Bylaws
Senate Document #:	15-16-04
Deadline:	December 15, 2015

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the attached proposed revision to the IT Council structure and provisions.

Specifically, we ask that you:

1. Consult with the Deputy Chief Information Officer within the Division of Information Technology.
2. Consider whether the Chair of the IT Security Advisory Committee should be a voting member of the IT Council Steering Committee.
3. Revise the language in the Senate Bylaws to align with the recent reorganization of the Division of Information Technology.
4. If appropriate, recommend changes to the Senate Bylaws.

We ask that you submit your report and recommendations to the Senate Office no later than December 15, 2015. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

WB/rm



University Senate PROPOSAL FORM

Name:	Reka S. Montfort
Date:	August 10, 2015
Title of Proposal:	Revisions to the IT Council Section of the Senate Bylaws
Phone Number:	X55804
Email Address:	reka@umd.edu
Campus Address:	1100 Marie Mount Hall
Unit/Department/College:	Office of the University Senate
Constituency (faculty, staff, undergraduate, graduate):	Staff
Description of issue/concern/policy in question:	The Vice President for Information Technology and Chief Information Officer has requested that the chair of the IT Security Advisory Committee be included on the IT Council as a voting member because this position interacts with all of the chairs of the various IT Council working groups. In addition, the Division of Information Technology was recently reorganized so the language in 8.3.d must be revised to align with those changes.
Description of action/changes you would like to see implemented and why:	<p>Revisions to the Senate Bylaws as follows:</p> <p>8.3.b Membership: The IT Council shall consist of a Chair (1), the chairs of the five (5) IT Council Working Groups, chair of the IT Security Advisory Committee, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) professional track faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex officio member. Additional non-voting ex officio members may be appointed as needed, by agreement between the CIO and the Senate Executive Committee.</p> <p>8.3.d Working Groups: The IT Council shall create five standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division of Information Technology staff appointed by the CIO. The chair of each Working Group shall be appointed by the CIO and shall serve a two-year term. The five Working Groups shall be:</p>



History of Provost's Representation on the IT Council

From its inception in late 2004 through 2013, the Provost was a member of the IT Council by virtue of his/her role as a vice president. From 2010-2013, the Provost also chaired the IT Council. When the Council was restructured in 2013 following adoption of a new strategic plan, all the VPs (including the Provost) and Deans were removed.

IT Council Timeline

In the fall of 2004, VP/CIO Jeff Huskamp launched an "IT Council," which was intended as a forum for deans and the VPs to discuss significant IT issues facing campus. In December 2004, Huskamp and Senate Chair Art Popper discussed establishing the IT Council as a formal University Council. Popper's successor, Adele Berlin, continued to recommend this approach to Huskamp. In September 2005, a director in DIT submitted a draft "Proposal to Establish a Senate Information Technology Council" to the Senate Director. Later that month, however, the IT Council decided to postpone consideration of the proposal until the following year but no further action was taken on that particular proposal.

In the summer of 2009, Huskamp indicated that it would be preferable that the IT Council be chaired by someone other than the VP/CIO. Given councils are advisory to the administrative unit head, the Senate Chair agreed. In July 2010, interim VP/CIO JaJa and his administrative team also supported that change, and discussed it with the Provost. Ultimately, this led to the Provost chairing the Council until its 2013 reorganization and incorporation into the Senate structure.

Following the creation of the IT Strategic Plan in 2013, the ERG Committee worked with DIT to restructure the IT Council. The Planning and Projects Officer, appointed by the VP/CIO, indicated DIT's desire to streamline what was perceived as a large and cumbersome committee. He suggested there was no compelling reason to incorporate VPs and Deans, as they already have well-defined communication channels with the VP/CIO. There was no specific discussion about the Provost's role on the Council in either the ERG Committee or the SEC. The final structure that is still in place today does not include seats for the VPs and Deans.

IT Council Membership

2004-2009

- 5 Deans selected by the Provost
- The VPs (CIO as chair)
- A USM representative
- 3 faculty members
- SGA appointee
- GSG appointee

2009-2010

- 3 Deans selected by the Provost
- The VPs (CIO as chair)
- A USM representative
- 3 faculty members
- SGA appointee
- GSG appointee

2010-2013

- 3 Deans selected by the Provost
- The VPs (Provost as chair, CIO non-voting ex-officio)
- A USM representative
- 3 faculty members
- SGA appointee
- GSG appointee

2013-present

- A chair appointed by the VP/CIO and Senate Chair
- The chairs of the 5 working groups
- The chair of the IT Security Advisory Committee
- 1 exempt staff member*
- 1 undergraduate student*
- 1 graduate student*
- 1 PTK faculty member*
- 1 tenured faculty member*
- VP/CIO (non-voting ex-officio)
- Representative from the Libraries (non-voting ex-officio)

* members of one of the working groups

Recent Senate Action Related to the IT Council

IT Council Structure (Senate Document #12-13-45)

In February 2013, the University Senate approved the Information Technology Strategic Plan for the Division of Information Technology (DIT). Responding to a request from the Director of IT and CIO (Brian Voss), the Senate Executive Committee charged the ERG Committee with reviewing the charge and structure of the IT Council.

The ERG Committee met with DIT's Planning and Projects Officer, who indicated DIT's desire to streamline what it thought was a large and cumbersome body. In consultation with DIT, the committee carefully considered various structures. It ultimately recommended that the IT Council retain a top-level Steering Committee to provide oversight of its Working Groups. The Steering Committee was streamlined by removing the University vice presidents and representation for the deans.

The IT Council specifications were incorporated into the University Bylaws, and a new structure with four Working Groups was established. Those groups included:

1. **Learning @ Technology**
2. **Enabling Research**
3. **Infrastructure**
4. **Enterprise Systems.**

Addition of User Experience Working Group to the IT Council (Senate Document #14-15-10)

After its first year operating under the new structure approved in 2013, DIT asked the Senate to consider creating an additional Working Group. The committee spoke with representatives of DIT, who described the need for a group that could provide the IT Council input on a range of issues related to how users interact with technology on campus. Existing Working Groups were composed of IT professional and other individuals with expertise related to particular tools and systems; the committee identified a need for a broadly representative

body encompassing faculty, staff, and students who regularly use DIT services, and recommended formation of a User Experience Working Group.

As part of its work, the committee also considered adding a body devoted to cybersecurity issues. After consultation with DIT, the committee decided that an advisory group would be more appropriate than an additional Working Group. Such a body could advise the other Working Groups, and include in its membership subject matter experts and experienced professionals. Given Councils may form such advisory groups on their own, no changes to the University Bylaws were needed.

The committee recommended creating an additional User Experience Working Group that “focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.”

Revisions to the IT Council Section of the Senate Bylaws (Senate Document #15-16-04)

The cybersecurity group discussed during the committee’s work on 14-15-10 was convened later in 2015 as the IT Security Advisory Committee (ITSAC). When originally discussing the advisory committee, ERG had not addressed whether the advisory committee’s chair should also be a member of the IT Council. In response to a request from the CIO, the SEC charged the ERG Committee with considering whether such a relationship was useful. The committee spoke with representatives from DIT, who indicated that the ITSAC had come to play an important role in nearly all decision making in DIT. The committee agreed that formalizing the relationship between ITSAC and the IT Council would be prudent. It also considered proposed revisions to the IT Council section of the Bylaws that adjusted which DIT officers are responsible for supporting each Working Group.

The committee recommended making the chair of the IT Security Advisory Committee a member of the IT Council, and proposed revisions to the IT Council section of the Bylaws that better reflected the administrative structure in DIT.

Modify the Membership of the Information Technology Council to Include a Representative of the University Libraries (Senate Document #15-16-18)

In early 2016, the ERG Committee recommended that the membership of the University Library Council be amended to include a representative of DIT. The ERG Committee was then charged with considering adding a representative from the Libraries to the IT Council. The committee learned that both DIT and the Libraries are strategic partners who frequently work together to enable IT services on campus. DIT fully supported the proposal.

The committee recommended that a non-voting ex-officio representative from the University Libraries be added to the IT Council.

Appendix 5: SEC Charge on Senate Document #16-17-31



University Senate CHARGE

Date:	May 5, 2017
To:	Marc Pound Chair, Elections, Representation & Governance Committee
From:	Jordan A. Goodman Chair, University Senate 
Subject:	University IT Council Bylaws
Senate Document #:	16-17-31
Deadline:	October 13, 2017

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the University Information Technology (IT) Council Bylaws and the specifications for the IT Council in the Senate Bylaws.

Specifically, we ask that you:

1. Revise the Senate Bylaws to incorporate the IT Council Bylaws as an appendix.
2. Consider how the IT Council specifications in the Senate Bylaws should be revised.
3. Review the Addition of a Representative of the Provost to the IT Council Membership (Senate Doc. No. 16-17-35) proposal and consider whether a non-voting ex-officio representing the Senior Vice President & Provost should be added to the IT Council.
4. Recommend any necessary changes to the Senate Bylaws.

We ask that you submit a report to the Senate Office no later than October 13, 2017. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachments

JAG/rm

1. **Charge to the Information Technology (IT) Council:** The University IT Council has the responsibility to facilitate alignment of vision, priorities, and pace of IT investments and to recommend IT policies to the University Senate and administration. The IT Council is supported by Working Groups, which facilitate campus-wide communication related to IT matters.

A. The Council's Responsibilities to the University Senate:

- 1) Advise on strategic issues involving the University's use of information technology, information security, access, retrieval and content stewardship, and telecommunication and knowledge dissemination.
- 2) Bring IT initiatives and proposals to the Senate for consideration and review.
- 3) Keep the Senate informed of strategic IT matters through periodic updates.
- 4) Respond to charges sent to the IT Council by the Senate Executive Committee.
- 5) Provide an annual written report of the IT Council's activities.

B. The IT Council's Responsibilities to the Vice President for Information Technology and Chief Information Officer (CIO):

- 1) Advise on policy recommendations related to campus technology facilities, equipment, software, and services - particularly in the areas of computing (both academic and administrative), networking, and telecommunications.
- 2) Advise on IT planning, including strategic and other major planning for information technology operation and development.
- 3) Advise on the Division of Information Technology's administrative policies and practices.
- 4) Respond to requests for review, analysis, and advice made by the Vice President for Information Technology and CIO.

C. The IT Council's Responsibilities to Deans, the Campus Student Technology Advisory Fee Committee, and Campus Community:

- 1) Ensure the distribution of information concerning available campus technology services and how they might be best used to serve the campus community.
- 2) Seek input from current and prospective users concerning types of technology services the campus can provide.

- 3) Respond to input from current users concerning the quality of campus technology services.

D. To Fulfill Its Responsibilities, the IT Council May:

- 1) Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community.
- 2) Conduct open hearings on major issues concerning the Division of Information Technology and its activities.
- 3) Communicate directly with the campus community on concerns related to the Division of Information Technology's services and policies.

2. **Organizational Structure of the IT Council:** The IT Council shall include four standing Working Groups and an IT Security Advisory Committee of the IT Council, each of which will have a chair.

3. **Composition of the IT Council:** The IT Council shall consist of eleven appointed members and two ex-officio members. The appointed members shall be: the chair, one exempt staff member, one undergraduate student, one graduate student, one professional track faculty member, one tenured faculty member, the chairs of the four IT Council Working Groups, and the chair of the IT Security Advisory Committee. The two ex-officio members shall be the Vice President for Information Technology and CIO, or a designee, and a representative from the University Libraries, who shall both serve as non-voting members. Additional non-voting ex-officio members may be appointed as needed, by agreement between the Vice President for Information Technology and CIO and the Senate Executive Committee.

A. Tenure in Office:

- 1) The IT Council chair should be a tenured faculty member, and is appointed for a single, three-year term. Normally, the chair shall have served as a member of the IT Council. If the chair is serving as a regular member of the IT Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the chair has vacated. The Vice President for Information Technology and CIO and the Senate Chair shall reach an agreement on the IT Council chair, and the joint choice shall be submitted to the University Senate for its approval.
- 2) The four faculty Working Group chairs and the chair of the IT Security Advisory Committee shall be appointed for staggered two-year terms. No faculty member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.

- 3) The two faculty members (professional track and tenured) shall be appointed for two-year terms. No faculty member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
 - 4) The exempt staff member shall be appointed for a two-year term. No staff member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
 - 5) The two student members shall be appointed for one-year terms. No student member should serve more than two terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
 - 6) The Dean of the Libraries will appoint a representative from the University Libraries as a non-voting ex officio member of the IT Council.
 - 7) The Vice President for Information Technology and CIO, or a designee, shall serve as a non-voting ex-officio member of the IT Council.
- B. Qualifications of IT Council Members:** Successful operation of the IT Council requires that its members understand the nature of the Division of Information Technology and represent the best interests of the campus as well as the particular interests of their specific constituencies.
- 1) IT Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on IT matters and who have shown interest and willingness to foster a good working relationship between the Division of Information Technology and its users.
 - 2) IT Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from the various disciplines on campus ranging from the arts and humanities and social sciences to the physical and biological sciences and engineering.
- C. The Appointment Process:** In the spring of each year, the Senate Office shall notify the Vice President for Information Technology and CIO and the Chair of the Senate of the appointments required for the following academic year. The Vice President for Information Technology and CIO and the Chair of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Committee on Committees for approval. The final slate of nominees for IT Council membership

shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of IT Council members will take place through the same consultative process as the initial appointment, with the submission of names to the Senate occurring as needed.

4. **Operation of the IT Council**

- A. The Division of Information Technology or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing IT Council documents, keeping IT Council minutes and agendas on an IT governance website, and arranging meeting rooms.
- B. Control of the IT Council's agenda will be the responsibility of the IT Council chair and the voting members of the IT Council.
- C. While being responsive to the needs of the Vice President for Information Technology and CIO and the Senate in a timely manner is necessary, the Working Groups and the sponsoring parties -as well as the Deans, the Campus Student Technology Fee Advisory Committee, and the campus community - must not attempt to micro-manage the ongoing operation of the IT Council. In turn, the IT Council must not attempt to micro-manage the Division of Information Technology.
- D. The IT Council should typically meet once every month and shall meet at least once per semester. Meetings will be scheduled by Division of Information Technology staff, in consultation with the IT Council chair and the Vice President for Information Technology and CIO.

5. **Working Groups of the IT Council:** The Working Groups will serve in an advisory capacity to the IT Council. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Division of Information Technology staff member, as appointed by the Vice President for Information Technology and CIO.

A. **The four Working Groups shall be:**

- 1) **IT Infrastructure Working Group**, which focuses on building and maintaining a sound, advanced, secure, and productive physical information technology infrastructure (including but not limited to facilities, hardware, networks, and software) capable of supporting broad and effective use by students, faculty, and staff throughout the institution, including remote University members such as agricultural extension offices.

- 2) **Learning Technologies Working Group**, which provides the vision, priorities, and pace for enterprise learning technology solutions and services to be undertaken on campus. Its work focuses on endorsing the adoption of new learning technology solutions, as well as making recommendations for upgrading or decommissioning existing services. Working group members are nominated by the Deans.
 - 3) **Research Technologies Working Group**, which provides the vision, priorities, and pace for enterprise research technology solutions and services to be undertaken on campus. Its work focuses on endorsing the adoption of new research technology solutions, as well as making recommendations for upgrading or decommissioning existing services. Working group members are nominated by the Deans.
 - 4) **Administrative Systems Working Group**, which advises the Vice President for Information Technology and CIO in matters of enterprise-wide administrative system technology decisions and priorities.
- B. Composition of the Working Groups:** Each Working Group will have a chair appointed by the Vice President for Information Technology and CIO and the Senate Chair for a two-year term. The membership of each Working Group will be appointed by the Vice President for Information Technology and CIO unless otherwise specified above(5.A.2 and 3) but will be flexible so that additional members can be engaged in the decision-making and review process as appropriate. The Members includes combination of Faculty, Staff and Students.
- C.** Terms on Working Groups shall be two (2) years for faculty and staff. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.
- D. Meetings of the Working Groups:** The Working Groups usually meet three to four times a semester.
- E. Working Group Responsibilities:**
- 1) Provide knowledge in a particular area and serve as an advisory board, by which the IT Council can route items for review and comment.
 - 2) Submit proposals and issues to the IT Council for consideration and/or funding.

- 3) Assist in the annual review and update of the Information Technology Strategic Plan.
6. **IT Security Advisory Committee:** The Committee advises the IT Council, the Working Groups, and the Vice President for Information Technology and CIO on IT security matters. The ITSAC's focus is on securing the integrity of information technology resources, safeguarding institutional information, protecting the privacy of University community members in their use of IT, and ensuring the continuity of the institution's IT resources and information repositories in the face of possible disaster scenarios.
- A. **Composition of the IT Security Advisory Committee:** The committee will have a chair appointed by the Vice President for Information Technology and CIO and the Senate Chair for a two-year term. The membership of the committee will be appointed by the Vice President for Information Technology and CIO but will be flexible so that additional members can be engaged in the decision-making and review process as appropriate.
 - B. **Meetings of the IT Security Advisory Committee:** The committee usually meets three to four times a semester.
 - C. **IT Security Advisory Committee Responsibilities:**
 - 1) Define the standards for device and information security and communicate best practices and policies across the University community.
 - 2) Review and revise of existing risk management, business continuity, and disaster recovery efforts.
 - 3) Review specific programmatic mechanisms and enhance IT security and the protection of information privacy.
 - 4) Lead the University to develop clear and forceful policies to address the management and protection (integrity) of sensitive and business-critical information (data), including the University's permanent electronic records and the IT security infrastructure resources upon which that information resides.
7. **Operational Relationship of the IT Council to its Sponsors:**
- A. For purposes of University Senate action, the IT Council will appear in essentially the same role as a standing committee of the University Senate.
 - B. The IT Council chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
 - C. The Vice President for Information Technology and CIO is an ex-officio member of the IT Council and has a voice in its deliberations.



8. **Review of the IT Council:** The IT Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the Plan.



University Senate PROPOSAL FORM

Name:	Elizabeth Beise
Date:	April 14, 2017
Title of Proposal:	Addition of a Representative of the Provost to the IT Council Membership
Phone Number:	301-405-6836
Email Address:	beise@umd.edu
Campus Address:	1124 Main Administration
Unit/Department/College:	SVPAAP
Constituency (faculty, staff, undergraduate, graduate):	faculty
Description of issue/concern/policy in question:	<p>Many of the issues facing the IT Council have campus-wide implications, and particularly so within Academic Affairs. While the current membership of the Council brings expertise from across the campus, a representative from the Provost's office, who will have intersection with all of the academic colleges and constituents, will bring a campus-wide perspective. This addition to the membership could be very helpful to decision-making for both the IT council and the CIO, particularly when it comes to the difficult task of prioritizing the projects related to enhancing, replacing, or upgrading the many enterprise-level IT systems that support the academic and research missions of the university.</p>
Description of action/changes you would like to see implemented and why:	<p>Add a seat to the IT Council membership for a representative of the Provost to serve as a non-voting ex-officio member. Since the VP/CIO is non-voting, it would make sense that the Provost's representative also be non-voting.</p>
Suggestions for how your proposal could be put into practice:	<p>As with the Library Council, the Research Council, and the Senate committees, the Senate Office would request a representative from the Provost to serve a one-year appointment.</p>
Additional Information:	<p>VP/CIO Eric Denna supports this proposal.</p>

Appendix 6: SEC Charge Addendum on Senate Document #16-17-31



UNIVERSITY OF
MARYLAND
UNIVERSITY SENATE

1100 Marie Mount Hall
College Park, Maryland 20742-4111
Tel: (301) 405-5805 Fax: (301) 405-5749
www.senate.umd.edu

Date: September 9, 2017

To: Marc Pound
Chair, ERG Committee

From: Daniel Falvey
Chair, University Senate 

Subject: University IT Council Bylaws (Senate Document #16-17-31)

The Senate Executive Committee approved an amendment to the charge given to the ERG Committee on the University IT Council Bylaws (Senate Document #16-17-31) at its meeting on August 29, 2017. The SEC would like the committee to include the following two additional elements into its charge:

1. Consider whether it is appropriate to change the IT Security Advisory Committee into a full working group of the IT Council.
2. Consider whether it is appropriate to add a representative of the Information Technology Advisory Committee (ITAC) as a non-voting ex-officio member of the IT Council.

Please find attached two memos that explain the rationale for these changes and a revised version of the IT Council that incorporates these changes.

In addition, the SEC requests that the committee's recommendations on the Addition of a Representative of the Provost to the IT Council Membership (Senate Document #16-17-35) be incorporated into this charge to streamline the Senate's review of these interrelated issues.

If you have any questions about the revisions to this charge, please contact Reka Montfort in the Senate Office (reka@umd.edu or 301.405.5804)

IT Council Bylaws ([Senate Doc. No. 16-17-31](#)) – Addendum

To: Dan Falvey, University Senate Chair
Reka Montfort, Director, University Senate

From: Jeffrey Hollingsworth, Interim Chief Information Officer

Re: Security Advisory Committee - Information Technology Council

=====

Pursuant to our conversation on Friday, 8/11, I am writing to recommend renaming the Security Advisory Committee to Security Advisory Working Group. This group, during the past year, has performed functions that are consistent with other working groups designated by the Information Technology Council (ITC). In the interest of streamlining by-laws and creating consistency within the ITC, it is requested that this current advisory group be designated as a working group. Since the data breach in 2014, network and systems security has been at the forefront of initiatives within the University. Continuing to focus on this critical need will be further enhanced by inclusion on the ITC rather than just in an advisory capacity. Security must continue to remain a top priority of the ITC and the campus as a whole. Allowing this group to become a working group will further the goal of setting the vision, pace and priority of this integral function of the University. An amended bylaw document has been included with this submission detailing the change to the status of the Security Advisory Committee to that of a working group. Thank you for your consideration.

To: Dan Falvey, University Senate Chair
Reka Montford, Director, University Senate

From: Jeffrey Hollingsworth, Interim Chief Information Officer

Re: Additional Seated Member to Information Technology Council

=====

Pursuant to our conversation on Friday, 8/11, I am writing to recommend the addition of a seated, non-voting member to the Information Technology Council. The Division of Information Technology (DIT) works closely with the Information Technology Advisory Committee (ITAC), a student group tasked with making recommendations to the Chief Information Officer of the University relative to student access to technology on campus. ITAC is instrumental in areas such as proposal review for dispersal of the Student Tech Fee, discussion of mandatory student technology fee rates, budget allocations, etc.. DIT has developed and maintained a strong relationship with this committee and feel that there would be great benefit to having a representative on the IT Council. This inclusion will provide an additional level of transparency to the IT Council, along with solidifying a relationship between DIT and the student population represented by ITAC. Thank you for your consideration of this request.

BYLAWS OF THE UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

1. **Charge to the Information Technology (IT) Council:** The University IT Council has the responsibility to facilitate alignment of vision, priorities, and pace of IT investments and to recommend IT policies to the University Senate and administration. The IT Council is supported by Working Groups, which facilitate campus-wide communication related to IT matters.

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- 3) Keep the Senate informed of strategic IT matters through periodic updates.
- 4) Respond to charges sent to the IT Council by the Senate Executive Committee.
- 5) Provide an annual written report of the IT Council's activities.

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- 1) Ensure the distribution of information concerning available campus technology services and how they might be best used to serve the campus community.
- 2) Seek input from current and prospective users concerning types of technology services the campus can provide.

BYLAWS OF THE UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

- 3) Respond to input from current users concerning the quality of campus technology services.

D. To Fulfill Its Responsibilities, the IT Council May:

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3. **Composition of the IT Council:** The IT Council shall consist of eleven appointed members and two ex-officio members. The appointed members shall be: the chair, one exempt staff member, one undergraduate student, one graduate student, one professional track faculty member, one tenured faculty member, **and** the chairs of the **five four** IT Council Working Groups. ~~, and the chair of the IT Security Advisory Committee.~~ The two ex-officio members shall be the Vice President for Information Technology and CIO, or a designee, and a representative from the University Libraries, who shall both serve as non-voting members. Additional non-voting ex-officio members may be appointed as needed, by agreement between the Vice President for Information Technology and CIO and the Senate Executive Committee.

A. Tenure in Office:

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- 2) The **five four** faculty Working Group chairs ~~and the chair of the IT Security Advisory Committee~~ shall be appointed for staggered two-year terms. No faculty member shall serve more than two terms consecutively. For this purpose,

BYLAWS OF THE UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

members who have served more than a year should be considered to have served a full term.

- 3) The two faculty members (professional track and tenured) shall be appointed for two-year terms. No faculty member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
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 - 5) The two student members shall be appointed for one-year terms. No student member should serve more than two terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
 - 6) The Dean of the Libraries will appoint a representative from the University Libraries as a non-voting ex officio member of the IT Council.
 - 7) The Provost will appoint a representative from the Office of the Provost as a non-voting ex officio member of the IT Council.
 - 8) The Information Technology Advisory Committee (ITAC) will appoint a representative from the committee as a non-voting member of the IT Council. ←
 - 9) The Vice President for Information Technology and CIO, or a designee, shall serve as a non-voting ex-officio member of the IT Council.
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- C. **The Appointment Process:** In the spring of each year, the Senate Office shall notify the Vice President for Information Technology and CIO and the Chair of the Senate of the appointments required for the following academic year. The Vice President for Information Technology and CIO and the Chair of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Committee on Committees for approval. The final slate of nominees for IT Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of IT Council members will take place through the same consultative process as the initial appointment, with the submission of names to the Senate occurring as needed.

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- B. Control of the IT Council's agenda will be the responsibility of the IT Council chair and the voting members of the IT Council.
- C. While being responsive to the needs of the Vice President for Information Technology and CIO and the Senate in a timely manner is necessary, the Working Groups and the sponsoring parties -as well as the Deans, the Campus Student Technology Fee Advisory Committee, and the campus community - must not attempt to micro-manage the ongoing operation of the IT Council. In turn, the IT Council must not attempt to micro-manage the Division of Information Technology.
- D. The IT Council should typically meet once every month and shall meet at least once per semester. Meetings will be scheduled by Division of Information Technology staff, in consultation with the IT Council chair and the Vice President for Information Technology and CIO.

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Technology and CIO.

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BYLAWS OF THE UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

C. Terms on Working Groups shall be two (2) years for faculty and staff. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.

D. **Meetings of the Working Groups:** The Working Groups usually meet three to four times a semester.

E. **Working Group Responsibilities:**

- 1) Provide knowledge in a particular area and serve as an advisory board, by which the IT Council can route items for review and comment.
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- 3) Assist in the annual review and update of the Information Technology Strategic Plan.

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A. ~~**Composition of the IT Security Advisory Committee:** The committee will have a chair appointed by the Vice President for Information Technology and CIO and the Senate Chair for a two-year term. The membership of the committee will be appointed by the Vice President for Information Technology and CIO but will be flexible so that additional members can be engaged in the decision-making and review process as appropriate.~~

B. ~~**Meetings of the IT Security Advisory Committee:** The committee usually meets three to four times a semester.~~

C. ~~**IT Security Advisory Committee Responsibilities:**~~

- ~~1) Define the standards for device and information security and communicate best practices and policies across the University community.~~
- ~~2) Review and revise of existing risk management, business continuity, and disaster recovery efforts.~~

- ~~3) Review specific programmatic mechanisms and enhance IT security and the protection of information privacy. ¶~~
 - ~~4) Lead the University to develop clear and forceful policies to address the management and protection (integrity) of sensitive and business-critical information (data), including the University's permanent electronic records and the IT security infrastructure resources upon which that information resides. ¶~~
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 - C. The Vice President for Information Technology and CIO is an ex-officio member of the IT Council and has a voice in its deliberations.
- 8. Review of the IT Council:** The IT Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the Plan.