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

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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

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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.

   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 five ~~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, 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:**

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 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,

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 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.

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 ~~five~~ ~~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.

5) **IT Security Working Group,** which advises the Vice President for Information Technology and CIO on IT security matters. The 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.

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.