IT Prioritization Committee Charter

ADMINISTRATIVE SYSTEMS COMMITTEE

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UW-Platteville’s IT Prioritization model is composed of four committees (Executive IT, Administrative Systems, Educational Technology, and Infrastructure), with members representing all facets of the University who are interested in and/or responsible for the operation, maintenance, or enhancement of information technology on campus. The goals of the IT Prioritization committee structure are to:

- Align IT investment with the strategic mission, direction, and initiatives of UW-Platteville
- Establish IT policies that support strategic, campus-wide IT priorities
- Oversee the overall funding model for IT expenditures on campus
- Define technical standards and ensure institution-wide IT infrastructure services align with constituent needs
- Establish best practices and tools for IT across campus

In concert with the Project Management Center of Excellence (PMCOE), the Assistant Vice Chancellor for Information Technology/Chief Information Officer is charged with supporting the processes and functions of all IT Prioritization committees.

Administrative Systems Committee

The Administrative Systems Committee, chaired by TBC, is intended to be representative of UW-Platteville’s administrative user-community, providing oversight and setting priorities for the development and integration of UW-Platteville’s enterprise systems. The systems within this committee’s purview include student, finance, human resources, facilities, and advancement. The committee is responsible for taking an institution-wide approach to assessing how UW-Platteville should invest in and integrate its enterprise systems.

Structure

The TBC serves as chair. Members include select campus business unit representatives, an appointed academic representative, the Assistant Vice Chancellor for Information Technology/Chief Information Officer, a PMCOE representative (support), and an administrative OIT staff member (LTE support).

This committee will operate within, and leverage the framework of, the campus IT Prioritization process, and will report to the Executive IT Committee, of which its chair will be a member.

The Administrative Systems Committee receives input from the following campus groups:

- University Personnel System (UPS) Project Team Work Group
- Business Intelligence/PASS Committee
- Additional groups as determined by the Committee
Responsibilities

1. Represent faculty, staff, and students in the selection/improvement of administrative IT systems
2. Provide direction to prevent unnecessary redundancy, inefficient, or unsustainable system/service implementations
3. Propose new initiatives to improve administrative IT systems
4. Recommend priorities and policies for administrative systems and services
5. In an institution-wide context, prioritize individual requests for administrative IT projects/investments/grants (e.g. PASS enhancements) including, where appropriate, the development and/or review of business case analysis
6. Assess existing administrative IT projects
7. Develop mechanisms for elevating successful local initiatives to campus-level services
8. Communicate administrative IT policies and provisions to faculty, staff, students and administration
9. Consider and provide institutional communications on the impact of changes in administrative systems on campus processes, policies, and standards
10. Define standards for administrative information systems and services, including risk analysis, quality of service, reliability, and usability
11. Resolve the escalation of issues which span departmental or divisional boundaries

Operating Procedure

The Administrative Systems Committee will meet twice a month to discuss and make decisions relating to the topics identified above. Urgent issues may be dealt with via email or additional meetings may be scheduled as needed.

Membership to all IT Prioritization committees requires personal attendance. No substitutes will be permitted in place of formal committee members.

Small projects below $10,000 and/or 40 staff hours are prioritized by the Administrative Systems Committee in partnership with the Office of Information Technology and the PMCOE without needing approval by the IT Executive Committee. Larger projects will be vetted by the Administrative Systems Committee before, if approved, being sent to the IT Executive Committee for further review.

Members (Chair TBC)

Selected individuals (10, including support):
- An appointed representative from the following areas:
  - Administrative Services Division
  - Provost's Division
  - Student Affairs
  - Academic Affairs
  - Admissions/FA
  - University Advancement
- An appointed academic representative made by Provost Mittie Nimocks Den Herder or the Faculty Senate
- Assistant Vice Chancellor for Information Technology/Chief Information Officer, Sue Traxler,
- Project Management Center of Excellence Director or Project Manager (Support)
- Administrative Staff Member (LTE Support)

Members of the Administrative Systems Committee will serve two year renewable appointments. Membership may evolve as the IT Prioritization model matures. Identified roles are voting members, unless indicated as 'support'. All meetings will provide opportunity to include others when projects and/or agenda are of interest/concern.