IT Prioritization Committee Charter
EXECUTIVE IT 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, the Assistant Vice Chancellor for Information Technology/Chief Information Officer is charged with supporting the processes and functions of all IT Prioritization committees.

Executive IT Committee

The Executive IT Committee, chaired by the Assistant Vice Chancellor for Information Technology/Chief Information Officer, serves as the University’s lead IT Prioritization body, and is responsible for all major IT decision-making at UW-Platteville. The committee is responsible for setting key IT priorities for campus, approving the University’s overall IT budget structure, balancing the IT project portfolio, endorsing IT principles and policies, and establishing accountability for enacting decisions.

The committee evaluates input received from the following UW-Platteville IT Prioritization Advisory committees:

- Administrative Systems Committee
- Educational Technology Committee
- Infrastructure Committee

Structure

The Assistant Vice Chancellor for Information Technology/Chief Information Officer serves as chair. Members include the Vice Chancellor for Administrative Services, the Provost & Vice Chancellor for Academic Affairs, the chairs of the three Advisory Committees, an OIT representative, a PMCOE representative (support), and an administrative OIT staff member (LTE support).

Responsibilities

1. Oversee development and updating of the University’s strategic technology plan
2. Ensure IT infrastructure and services are aligned with academic and administrative direction and priorities
3. Ensure the University has a sustainable, institutional budget structure for IT infrastructure, projects, and services
4. Provide oversight for the IT Prioritization framework; establish priorities for Advisory Committees and consider recommendations they bring forward
5. Review requests for major IT projects/initiatives/grants where appropriate, and provide guidance for allocating resources for such projects/initiatives
6. Balance and oversee the IT portfolio to ensure an appropriate mix of projects/services to run, transform, and grow the institution
7. Ensure appropriate policy exists to establish authority, accountability, and responsibility relating to information and technology
8. Ensure the University has an effective IT and information security framework with appropriate controls
9. Ensure existing and emerging technologies that enable the pursuit of academic and administrative excellence are broadly available to the UW-Platteville community
10. Provide direction to prevent, where appropriate, unnecessary redundancy or non-sustainable service/project implementations and their resulting inefficiencies and risks
11. Ensure timely and relevant technology-related communications are provided to campus stakeholders

Operating Procedure

The Executive IT Committee will meet monthly 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.

Members

- Sue Traxler, Assistant Vice Chancellor for Information Technology/Chief Information Officer (Chair)
- Robert G. Cramer, Vice Chancellor for Administrative Services or permanent designee
- Mittie Nimocks Den Herder, Provost & Vice Chancellor for Academic Affairs or permanent designee
- Chair, Administrative Systems Committee (Two-year appointment)
- Chair, Educational Technology Committee (Two-year appointment)
- Chair, Infrastructure Committee (Two-year appointment)
- Project Management Center of Excellence Director or Project Manager (Support)
- Administrative Staff Member (LTE Support)

The three Advisory Committee Chairs will serve two year renewable appointments to the Executive IT Committee. 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.