

DSA IT Governance Council Charter

Current version 1.1

Purpose

The purpose of the IT Governance Council (Council) is to provide recommendations for the prioritization, acquisition, implementation, and communication of information technology (IT) related projects and investments.

Authority

The Council shall have the authority to recommend and change the priority of IT projects and allocation of IT project resources to include methods of cost recovery where appropriate.

The Council shall retain authority in the following areas¹:

- IT Principles - high-level decisions about the strategic role of IT in the business of the division
- Business Application Needs - business requirements for purchased or internally developed IT applications
- IT Investment and Prioritization - how much and where to invest in IT projects as well as changes in prioritization

The Director for Information Technology shall retain authority in the following areas:

- IT Architecture - integrated set of technical choices to guide IT in satisfying business needs
- IT Infrastructure Strategies - centrally coordinated, shared IT services that provide the foundation for the enterprise's IT capability

Constitution

The Council shall consist of six voting members plus the Director for Information Technology, for a total of seven voting members. The Director for Information Technology shall be the chair of the Council.

Selection Criteria

The six voting members shall be selected based upon the following criteria²:

- **Leadership** - personal actions that exemplify the six core values of the division: caring, diversity, respect, integrity, excellence and service ; past actions that exemplify his/her commitment to cross functional communication, coordination, collaboration, and cooperation
- **Strategic Planning** - departmental practice and vision for how the division develops strategic objectives and action plans
- **Customer Focus** - engages students and stakeholders for long-term success
- **Measurement, Analysis, and Knowledge Management** - knowledge and a track record of

commitment to his/her own department selecting, gathering, analyzing, managing, and improving its data, information and knowledge assets

- **Staff Focus** - demonstrated performance within his/her department in the engagement , management , and development of staff to utilize its full potential in alignment with the department and division's overall mission, strategy and action plans
- **Process Management** - knowledge of and demonstrated performance in the design of work systems and the proven ability to design, manage, and improve key processes for implementing those work systems to deliver student and stakeholder value, and achieve organizational success and sustainability
- **Results** - high-level performance in all key areas - student learning outcomes, customer-focused outcomes, budgetary, financial and market outcomes, staff -focused outcomes, process effectiveness outcomes, and leadership outcomes
- **Role of Technology in TAMU Student Affairs** - knowledge of and commitment to the role of technology in the division's functional areas

Voting Member Appointment

Directors shall nominate candidates from their department on an annual basis. Appointments for vacant seats shall be made in July by the Office of the Vice President for Student Affairs with a voting member's term to begin September first of the same year. Directors, with the exception of the Director for Information Technology, shall be exempt from selection to the Council.

Term of Service

A voting member's term of service shall be a maximum of three years. Two voting members shall be replaced each year.

Meetings

The Council shall meet bi-weekly during the first stage of project prioritization, then as determined by the council thereafter. All meetings shall be open.

Advisors

The Council shall be advised by technical personnel recommended by the Director for IT as well as sponsor recommended. These technical advisors are non-voting.

Appointed Members for 2010-2011

Bill Cox - 1 year	Richard Darnell - 2 years
Mike Krenz - 3 years	Drew McMillen - 1 year
Deryle Richmond - 2 years	Darby Roberts - 3 years

Procedures

- **Quorum** - A simple majority plus one (5) of Council members shall constitute a quorum.
- **Voting** - A quorum (5) must be present to cast any votes of the Council. A simple majority

of total Council members (4) must be in accord for a vote to be executed, regardless of the number of those present.

¹ Weill, P. & Ross, J. (2005). A matrixed approach to designing IT governance. 46(2). MIT Sloan Management Review.

² Baldrige National Quality Program. (2010). Educational criteria for performance excellence. National Institute of Standards and Technology. Gaithersburg: MD. Retrieved from the web on February 23,2010. http://www.baldrige.nist.gov/PDF_files/2009_2010_Education_Criteria.pdf