

# IT Governance Council Charter

Current version 1.1

New Version: 1.2, effective date 03/09/2018 @ 1134

## Purpose

The purpose of the IT Governance Council (Council) is to provide strategic direction to the Department of Information Technology, Student Affairs (DoIT). These recommendations include the prioritization of information technology (IT) related projects, as well as guidance on IT-related issues affecting the Division of Student Affairs.

## Authority

The Council shall have authority to recommend priority of strategic IT projects to include methods of cost recovery where appropriate.

The Council shall retain authority in the following areas<sup>1</sup>:

- IT Principles - high-level decisions about the strategic role of IT in the business of the division
- IT Investment and Prioritization - how much and where to invest in strategic IT projects as well as changes in prioritization for the Division

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
- IT Investment and Prioritization - how much and where to invest in operational IT projects as well as changes in prioritization

## 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 by the Associate Vice President for Student Affairs responsible for overseeing DoIT. The primary criteria for selection will be to create a balanced and diverse Council of members representing a cross-section of the different types of departments represented in the Division. For example;

- Funding Model, e.g., Auxiliary vs. University Advancement Fee
- Size, e.g., staffing, budget, etc.
- Service Type, e.g., programmatic vs. service oriented

Additionally, members shall be selected based upon the following criteria<sup>2</sup>:

- 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, except for the Director for Information Technology, shall be exempt from nomination and selection to the Council.

### Term of Service

A voting member's term shall be three years. Two voting members shall be replaced each year. Members whose term is expiring or former members may be re-nominated to another term by their Director, however, this does not guarantee selection. If a member vacates their term prior to completing it, the Associate Vice President for Student Affairs responsible for overseeing DoIT shall appoint a new member to complete the term.

### Meetings

The Council shall meet bi-weekly. All meetings shall be open. Requests to attend meetings by non-council members should be forwarded to the chair at least two days prior to the meeting.

### Advisors

The Council shall be advised by appropriate technical personnel as well as demand sponsors and/or subject matter experts. The current DoIT Demand Manager shall serve as a non-voting ex-officio member.

## Procedures

- Quorum - A simple majority plus one (4) of Council members shall constitute a quorum.
- Voting - A quorum (4) must be present to cast any votes of the Council. A simple majority of total Council members present must be in accord for a vote to be executed.
- The Chair of the Council shall not vote except to break a tie.

## Past Council Members

FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017		FY2018
Bill Cox (1)	Kristen Harrell (3)	Kristen Harrell (2)	Kristin Harrell (1)	Paul Sykes (3)	Paul Sykes (2)	Deryle Richmond (1)		Ann Goodman (3)
Mike Krenz (3)	Mike Krenz (2)	Mike Krenz (1)	Mike Krenz (3)	Mike Krenz (2)	Mike Krenz (1)	Amanda Dyer (3)		Amanda Dyer (2)
Deryle Richmond (2)	Deryle Richmond	Stephen Senkel(3)	Stephen Senkel (2)	Stephen Senkel (1)	Mike Waldron (3)	Mike Waldron (2)		Mike Waldron (1)
Richard Darnell (2)	Richard Darnell (1)	Carl Earwood(3) Byron Stebbins (3)	Byron Stebbins (2)	Byron Stebbins (1)	Cari Tawney (3)	Cari Tawney (2)		Cari Tawney (1)
Drew McMillen (1)	Nick Zuniga (3)	Tim Sweeney(2)	Tim Sweeney (1)	Jennifer Boyle (3)	Jennifer Boyle (2)	Jennifer Boyle (1)		Rick Greig (3)
Darby Roberts (3)	Darby Roberts (2)	Darby Roberts(1) Amanda Cagle (4)	Amanda Cagle (3)	Amanda Cagle (2)	Amanda Dyer (1)	Stefanie Baker (3)		Stefanie Baker (2)

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

<sup>2</sup> 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](http://www.baldrige.nist.gov/PDF_files/2009_2010_Education_Criteria.pdf)