

<b>Information Technology Governance Committee Procedure</b>	Procedure Number	8.2P
	Effective Date	February 26, 2016

**1.0 PURPOSE**

In accordance with *Information Technology Governance Policy 8.2*, this procedure is the mechanism the College uses to plan, promote, distribute, and maintain information technology services according to stakeholder needs.

The Information Technology Governance Committee’s primary functions are to promote and maintain quality information technology services that support student success and operational effectiveness consistent with the institution’s overall mission. In addition, the Committee collaboratively collects the expression of stakeholder needs through various processes to advance continuous improvement. The Committee is not expected to perform oversight of Integrated Technology Services operations and/or regular management functions.

**2.0 REVISION HISTORY**

Adopted on: 2/26/16

**3.0 PERSONS AFFECTED**

The Board of Trustees, employees, students, and all other individuals and entities affiliated with Laramie County Community College are affected by this procedure.

**4.0 DEFINITIONS**

*Information Technology (IT) Governance* – Is a broad-based decision-making process that ensures the effective and efficient use of information technology; helps LCCC achieve its goals by applying IT resources in optimal ways; and works best when it includes a broad base of stakeholder input.

**5.0 PROCEDURES**

A. Functions and Responsibilities of the Committee:

The Information Technology Governance Committee serves as the technology oversight body for the College. Within this scope, the Committee is responsible for the following:

- 1) Create and maintain the Information Technology Strategic Plan, which is aligned to meet the goals of the [Laramie County Community College Strategic Plan](#).
- 2) Draft and recommend Information Technology policies and procedures to be approved through the College’s formal adoption processes.
- 3) Recommend major computing, instructional technology, management information systems, telecommunications, media resources, and distance education projects and activities.

- 4) Prioritize major computing, instructional technology, management information systems, telecommunications, media resources and distance education projects and activities.
- 5) Create sub-committees to directly assess and analyze important technology initiatives and projects affecting campus stakeholders.
- 6) Evaluate the effectiveness of this governance process in accordance with the [Non-Academic Program Review Procedure No. 10.3P](#).

## B. Membership of the Committee

Membership on the Information Technology Governance Committee requires a commitment to actively participate in the discourse surrounding the work of the Committee. Members are expected to represent the voice of their primary constituency group, but must also bring objectivity to the work of the Committee as a whole when taking action in the best interest of the College.

The Information Technology Governance Committee is comprised of rotating members, appointed by sitting President's Cabinet administrators. Additional permanent members are established by this procedure to include the College's Chief Technology Officer, Center for Teaching and Learning Director, and the Integrated Technology Services management team. When a sub-committee is created, permanent members will serve as designated chairs. In addition, the Chief Technology Officer is responsible for appointing the Community Liaison, who should have significant interest in higher education and technology. The Information Technology Governance Committee will consist of the following members (all voting members unless indicated ex-officio):

- 1) Permanent Members – Five Seats
  - a. Chief Technology Officer, serving as co-Chair (votes in case of tie)
  - b. Director, Center for Learning Technologies
  - c. Director, Systems and Technology Support, ex-officio member
  - d. Network Administrator, ex-officio member
  - e. Projects and Application Support Manager, ex-officio member
- 2) Rotating Members – Twelve Seats
  - a. Designee from Vice President of Academic Affairs (Dean)
  - b. Designee from Vice President of Academic Affairs (Faculty)
  - c. Designee from Vice President of Student Services
  - d. Designee from Vice President of Student Services
  - e. Designee from Vice President of Administration and Finance
  - f. Designee from Associate Vice President of Albany County Campus
  - g. Designee from Associate Vice President of Institutional Advancement
  - h. Designee from Associate Vice President of Institutional Effectiveness
  - i. Designee from Executive Director of Human Resources
  - j. Designee from Student Government Association
  - k. Designee from President's Cabinet, ex-officio member
  - l. Appointed Community Liaison, ex-officio member

C. Length of Term and Appointment for Vacancies

The term length for rotating members shall be a three-year renewable term, no limit, with one-third of the Committee rotating every year to provide continuity of membership.

D. Attendance at Meetings

Committee members are expected to attend all meetings. If a member cannot attend a meeting, that member is responsible for finding a substitute from within their primary constituency group. Any voting member missing three meetings in a calendar year will be considered to have resigned from the Committee unless excused by the Chief Technology Officer.


E. Leadership

The Information Technology Governance Committee will be led by co-chairs. One permanent co-chair will be the Chief Technology Officer, with the second co-chair being elected from and by the voting members of the Committee to a one-year, renewable term with no limit.

1) Duties of the co-chairs include:

- a. Conduct meetings according to Robert's Rules of Order
- b. Conduct meetings quarterly, or as need dictates
- c. Coordinate the activities of the Committee's work
- d. Work with the Administrative Assistant from Integrated Technology Services to produce meeting agendas and distribute minutes. Agenda items are submitted from the Committee's membership at least one week prior to scheduled meeting
- e. Report recommendations, activities, and progress to President's Cabinet and distribute information to campus community

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Chad D. Marley, Chief Technology Officer	12/8/15
Approval by President's Cabinet		1/5/16
Ratified by College Council	Chad Marley, College Council Co-chair	2/26/16
Approval by President (Signature)		2/26/16