
IT Advisory Committee Structure

The IT Advisory Committee (ITAC) is a formal committee defined in policy. It consists of a broad Advisory Committee of stakeholders and a smaller Steering Committee, each with defined roles and responsibilities.

- Inform IT leadership of needs, concerns, and priorities.
- Advise IT leadership on institutional issues involving IT.
- Assure transparency of process.
- Assure relevant input from shared governance and constituents across campus.
- Monitor the balanced scorecard metrics to evaluate and advise IT on institutional performance.
- Provide communication channel between IT and constituents.

Advisory Committee

The advisory committee is primarily responsible for providing feedback to the steering committee and receiving informational updates on issues, projects, and changes related to IT at the university.

Membership

Generally speaking, a large group of stakeholders, to be more specifically formed and convened by the Steering Committee. Example membership includes:

1. Assigned: Two members from Faculty Senate
2. Assigned: Two members from Academic Staff Senate
3. Assigned: Two members from University Staff Senate
4. Assigned: One member from the Oshkosh Student Association (serves on Steering Committee)
5. Academic Affairs
6. Academic Support and Inclusive Excellence
7. Administrative Services
8. Admissions
9. Advancement
10. Athletics
11. Center for Excellence in Teaching and Learning
12. College of Business
13. College of Education and Human Services
14. COLS: Social Sciences
15. COLS: Math/Science
16. COLS: Humanities
17. COLS: Fine & Performing Arts
18. College of Nursing
19. Dean of Students
20. Facilities Management
21. Graduate Studies
22. Honors College
23. Human Resources
24. Institutional Research

25. Library
26. Lifelong Learning and Community Engagement
27. Reeve Union
28. Registrar's Office
29. Residence Life
30. Sponsored Programs
31. Student Affairs
32. University Marketing and Communication
33. University Police Department

Charge

- Two-way information dissemination
- Receive updates on current or upcoming initiatives, issues, priorities, and conflicting requirements.
- Provide input on current or upcoming initiatives, issues, priorities, and conflicting requirements.
- Disseminate information to constituencies.

Format

- Meets quarterly
- Agenda called and created by steering committee
- Topics brought by stakeholders, steering committee, or IT leaders
- Common topics include feedback from constituents on issues of concern, advisement on anticipated IT requirements such as policy changes, discussion of recommendations for needed improvements, review of the investment portfolio, discussion of best practices and implementations, any topics of interest

Steering Committee

The steering committee is primarily responsible for working with the CIO and IT representatives to resolve problems and manage the advisory process.

Membership

Membership shall be staggered two-year terms.

1. Two voting members appointed by Faculty Senate
2. Two voting members appointed by Senate of Academic Staff
3. Two voting members appointed by University Staff Senate
4. One voting member appointed by Oshkosh Student Association
5. Non-voting attendees include the CIO, IT Directors, and IT staff as needed
6. Chaired by voting member, who will be elected by voting members.

Charge

- Working meetings with action assignments
- Inform IT of needs and requests from constituents
- Provide input on issues, priorities, and conflicting requirements
- Monitor performance metrics and advise IT on needed improvements

- Convene and chair advisory committee
- Disseminate information to the advisory committee
- Write annual evaluation report on IT performance
- Hear and address issues of concern brought by individuals

Format

- Meets monthly
- Agenda called by chair
- Topics brought by voting members or CIO
- Common topics include feedback from constituents on issues of concern, advisement on anticipated IT requirements such as policy changes, formative recommendations for needed improvements, review of the investment portfolio, discussion of best practices and implementations