

Academic IT Leaders (AITL) Committee Charter

Charge

The Academic IT Leaders (AITL) was created to:

- Develop strategic goals and priorities related to university-wide information technology and information security initiatives to be submitted to the Executive IT Leaders (XLT) for approval
- Facilitate quality, cost conscious IT services and proactively investigate cost savings measures. Initiate the development of information technology policies and standards relating to information technology, including information security. The Academic IT Leaders (AITL) will submit information technology policies and standards to the Executive IT Leaders (XLT)
- Provide prioritization input for project-related and policy issues to the Executive IT Leaders (XLT)
- Facilitate communications between the various WVU IT units
- Align IT goals of various academic units to complement the University's Strategic Plan
- Selectively review current and planned information technology services with the purpose of improving the customer experience, the communication, and the cost effectiveness of these services
- Provide direction on the development and deployment of new services to ensure that the academic community understands and embraces the services as appropriate.
- Foster a campus IT mission that supports the university's mission of teaching, research and service.

Membership

- The membership of the Academic IT Leaders (AITL) includes the IT Director or appointed representative from each college and the Health Sciences Center.
- Representation on the Academic IT Leaders (AITL) may not be delegated in the absence of the appointed person unless the committee chair is notified. Membership may be modified to meet the strategic needs of the institution at the discretion of the AITL chair and CIO with approval of the IT Oversight Committee (ITOC). Members can send a substitute who has been briefed, but cannot send a substitute to every meeting. Bringing someone else to meeting is okay, especially if colleague has experience with a specific topic on agenda. In both cases, **notify the AITL** chair prior to the meeting.
- The WVU CIO and/or appointed representative(s) will be ex-officio members without voting privileges.

Leadership

- Academic technology leaders will serve as chair and vice-chair.
 - The term of service is one year.
 - The chair's term of service is limited to two consecutive one year terms.
 - Each year, in October, the Academic IT Leaders will :
 - Re-affirm the current leadership for a second term or vote to promote the current vice chair to serve a one year term as chair with the same option to be re-affirmed for a second term.
 - Upon promotion of the vice-chair members will elect a new vice-chair.
 - Two Academic IT Leaders to represent the academic colleges as part of the Executive IT Leaders Team
- The chair may appoint ad hoc committees as appropriate and these committees may include non-committee members as appropriate.
- The Vice Chair will assume the duties of the Chair when the Chair is absent and perform other duties as may be requested by the Chair or the membership.

Decision Making

To facilitate decision making, the Academic IT Leaders (AITL) will utilize both online and in-person mechanisms to make decisions.

Online:

For online actions, the Academic IT Leaders (AITL) will require a two-thirds majority of the voting membership to proceed. Any items of business not receiving two-thirds approval will be tabled until the next face-to-face meeting. When possible, a one week response time should be given to online voting or action items.

Face-to-Face:

For face-to-face actions, the Academic IT Leaders (AITL) will require a simple majority of voting membership.

Amendments

Any member of the committee may propose amendments to the charter at any time. Proposals must be submitted in writing to the chair who will communicate the proposal to the general membership for consideration at the next scheduled meeting. An amendment must be ratified by a two-thirds majority vote of the voting membership.

Meetings

The Academic IT Leaders (AITL) will meet on the first Tuesday of every month at 1:30 PM, as topics dictate.

In addition, the Academic IT Leaders (AITL) will handle actions online as necessary.

Support

The Office of the Chief Information Officer is charged with supporting the processes and functions of and maintaining documentation for all the Academic IT Leaders (AITL) meetings.

Current Updated Version: September 3, 2013

AITL Approval: _____

Next review scheduled for March 2014

GUIDING PRINCIPLES

- 1.) We will align IT resources and plans with the University's Strategic Plan
- 2.) We are committed to responsible stewardship of human, financial, and environmental resources
- 3.) We will strive to make all IT systems and services on campus accessible to all appropriate students, faculty, and staff
- 4.) We are committed to collaboration and open communication across all units
- 5.) We will encourage innovation
- 6.) We will maximize value and reduce cost through collaborative processes for sourcing and high utilization of enterprise services
- 7.) We will identify risks, implement proactive security measures, and be consistent with best practices, policy and law
- 8.) We will strive to ensure alignment of IT infrastructure services with academic and administrative direction, goals, and priorities
- 9.) We will strive to ensure that an appropriate array of enterprise services is provided for departments, faculty, staff, and students to enable effective communication, broad collaboration, and timely access to information
- 10.) We will strive to provide a method of communicating and discussing new infrastructure requirements and emerging technologies.
- 11.) Provide direction to prevent, where appropriate, unnecessary redundancy, or non-sustainable service implementations and their resulting inefficiencies and risks

AITL GOALS

3 Month Goals – To be completed by 12.31.13

1. Establish communication groups for various types of IT professionals across campus *where IT business can be discussed between IT professionals.*
2. Identify approximately 10 processes that impact IT for later analysis. Major focus of the committee would be to reduce IT costs and simplify processes. (What bad processes are out there that are killing us?) What can we do with limited financial resources that will show improvement quickly?
3. Begin discussing methods to build a more unified campus via IT partnership involving IT leaders and various groups of IT professionals with a goal of building trust and working relationships without negatively impacting the day to day service to the university community. Identify participants for piloting a lunch and share session/ round table. Keep in mind the culture at various Colleges are different: one size does not fit all.
4. Identify potential processes which could be revised to provide local IT staff with the flexibility to address local problems.

6 Month Goals – To be completed by 3.31.13

1. Begin to analyze the processes identified above and, if appropriate, establish working groups to collaborate in a positive way without finger pointing and confrontation to find and implement solutions to flawed processes. These working groups should generate plans that show positive progress without massive dollars being spent
2. Revisit our charter and update as appropriate. For the goal being to establish a simple charter providing this group an opportunity to impact the agenda for IT on this campus.

9 Month Goals – To be completed by 6.30.13

1. Work to establish guidelines for a major spring PC purchase
2. Work to expand the list of centrally purchased software
3. Of these identified areas for improvement, we must get better value out of what we are already spending. This group must be a unified working group that knocks out problems and must explore potential cost saving opportunities.

12 Month Goals – To be completed by 9.30.13

1. Work with University administration to begin allowing authenticated wireless access to secure systems. Quit treating wireless as if it is hostile.
2. Upgrade Encryption methodology so it can be treated as totally secure.