Engineering IT Shared Services Governance Committee:

Steve Franke, Chair, ECE
Tom Jackson, AE
Wawrzyniec Dobrucki, BioE
Kevin Kim, CEE
Aaron Darnall, CS
Eric Shaffer, CSE
Beth Dennison, CSL/ITI
Jeannette Beck, ECE
Elizabeth Stovall, Engr. Admin.
Negar Kiyavash, ISE
Jay Menacher, MatSE
Kris Williams, MRL
Brian Thomas, MechSE
Greg Pluta, MNTL
Rizwan Uddin, NPRE
Melissa Walters, Physics
Jim Hurst, Engr. IT, ex officio
Chuck Thompson, Engr. Admin, ex officio

Dear Colleagues:

Thank you for agreeing to serve on the Engineering IT Shared Services Governance Committee for the academic year 2013-2014. This committee is critical to the healthy functioning of Engineering IT Shared Services as we strive to continually improve IT services across the college and keep costs manageable. Again, thank you for taking on this very important task.

IT governance helps align strategic priorities to IT projects and services, evaluate and improve performance, and improve resource management. Your scope of responsibility is Engineering IT Shared Services. You may also be asked for input on other significant IT investments made by the College at the campus level and beyond. This committee should also be actively engaged with the Campus IT Governance structure to ensure that the needs of the College are represented in its work.

The following list outlines the intended duties and responsibilities of the committee. It is important for the Committee to review this list and suggest changes as appropriate.

- **Establish strategic priorities.** Ensure that the strategic direction of Engineering IT aligns with the overall strategy and teaching, research, and administrative needs of all Engineering units.
- **Resource allocation.** Make recommendations on how to deploy Engineering IT resources in support of initiatives that extend across functional and organizational boundaries. This includes high level oversight responsibility of the Engineering IT funding model.
- **Recommend IT standards and policies.** Make recommendations to college leadership regarding IT policies, initiatives and services at all levels of the College. Provide guidance on IT standards
and policies that support improved services, greater efficiency, and effectiveness. For example, through the increased shared use and interoperability of technologies, as well as ensuring the security of high risk data across the College.

- **Performance measures.** Review established baseline metrics for Engineering IT projects and services to ensure appropriate data are collected for projects and services.

- **Transparency.** Ensure that all governance considerations and decisions are published to the College community. Review communications strategies to Engineering IT customers about all available services, and the status of those services, to ensure that communications are adequate to meet the needs of the user communities.

- **Collaboration.** Consider opportunities for collaboration with other units within the College, elsewhere on campus, and at other institutions. These collaborations could be in specific IT specialties, academic or business functions.

- **Consultation.** Responsible for advising and requesting comment from the College units, committees and constituencies as appropriate.

- **Approval.** Responsible for acquiring the necessary approvals for IT policy changes that affect matters beyond the scope of the IT Governance Committee.

- **Campus Connection.** Provide an active connection to the campus IT Governance structures.

The committee may create subcommittees and working groups as necessary to aid in the fulfillment its charge. Subcommittee and working group members do not have to be members of this committee. One of your first actions for this academic year should be a review of the work of two working groups from the previous academic year plus discussion of a permanent subcommittee recommended by one of those committees:

- **Financial Working Group.** This working group was charged with looking at the financial model of Engineering IT. It has assisted with the development of both the FY13 and FY14 funding models. The committee may wish to discuss if this working group should become a standing subcommittee.

- **Application Development Working Group.** This working group was charged with reviewing and providing recommendations about a number of open issues regarding application development activity and how it is funded. The final report of this group recommended the creation of a standing Application Development Subcommittee.

Another responsibility of the Committee this year is the oversight of the external review of Engineering IT Shared Services, which has been scheduled for this academic year. More specifically, you are asked to consider the self-assessment review prepared by Engineering IT and the report submitted by the external review committee, and make recommendations on ways to enhance the efficiency and quality of Engineering IT Shared Services. Your recommendations should consider all aspects of IT needs in the College (teaching, research, and administration) with an eye toward improvements in quality of service, performance, and resource planning and management.

Steve Franke has been asked to serve as the new chair of this committee and he has graciously agreed to do so. Staffing for the committee’s work will be provided by Chuck Thompson and Jim Hurst.

Thank you for your time and commitment to this important activity.

Sincerely,

[Signature]

Andreas Cangellaris  
Dean, College of Engineering