February 20, 2012

**College of Engineering Information Technology Governance Committee:**

Andreas Cangellaris, Chair, ECE
Cedric Langbout, AE
Ken Gentry, BioEn
John Popovics, CEE
Aaron Darnall, CS
Bill Dick, CSE
Beth Dennison, CSL/ITI
Steve Franke, ECE
Elizabeth Stovall, Engr. Admin.

Negar Kiyavash, ISE
Jay Menacher, MatSE
Kris Williams, MRL
Brian Thomas, MechSE
Greg Pluta, MNTL
TBD, NPRE
Melissa Walters, Physics
Chuck Thompson, Engr. IT, *ex officio*

Dear Colleagues:

Thank you for agreeing to serve on the College of Engineering Information Technology (IT) Governance Committee for the academic year 2011-2012. This committee is critical as we continue to develop the college-wide IT Shared Services and strive to improve service across the college and lower costs. An IT Governance structure and committee has been envisioned from the start of this process and we are now ready to take this important step. 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 includes Engineering IT Shared Services as well as 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. As the first IT Governance Committee in the college, the committee is asked, as one of its actions for this academic year, to review this list and suggest changes that improve its scope and clarity.

- **Establish strategic priorities.** Ensure that the strategic direction of IT aligns with the overall strategy and teaching, research, and administrative needs of all Engineering units.
• **Resource allocation.** Make recommendations on how to deploy 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 the 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 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 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 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 is charged with the selection of the chair and members for three topical subcommittees that have been defined as part of the initial overall IT Governance structure for the College. The subcommittee members do not have to be members of this committee. One of your first actions should be the establishment of the subcommittees. The three subcommittees:

• **Research.** Recommends how Engineering at Illinois should implement strategy, policies, processes and services to support research computing.

• **Teaching and Learning.** Reviews and makes recommendations on the information technology services needed for educational activities within the College, above and beyond the base level of shared college and campus infrastructure. Recommends how Engineering at Illinois should implement academic technology strategy, policies, processes and services to support excellence and innovation across all of its teaching and learning activities.
• **Administration.** Review and makes recommendations concerning administrative information systems used by or proposed for the Engineering at Illinois. The systems within this committee’s purview include student, finance, human resources, facilities, advancement, outreach, and (in consultation with the research subcommittee) research administration.

Andreas Cangellaris has been asked to serve as the inaugural 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 other members of Engineering IT Shared Services.

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

Sincerely,

Ilesanmi Adesida, Dean
and Willett Professor

c: M. Bragg
B. Vojak