Information Technology Stewardship Committee

Formally titled the Technical Advisory Committee (TAC)

Purpose and Function:

The Information Technology Stewardship Committee (ITSC) is the primary institutional planning group for the acquisition and maintenance of information technologies and systems throughout Marywood University.

Core systems, which fall under the ITSC, include: the integrated campus network and infrastructure; campus-wide information resources; academic and instructional computing. Smaller ad hoc work groups may be convened to explore specific issues, and group findings are presented to the ITSC as a whole.

The Committee advises the President's Cabinet and is comprised of administrative, faculty members and student representatives. Primary responsibilities include:

- To develop long-range plans for maintaining and updating information technology systems with an annual recommendation to the President's Cabinet as needed.
- To advise on the feasibility and appropriateness of acquiring new technology and systems.
- To examine cost and personnel issues relating to current and proposed information technology systems and operations.
- To plan for the integration of externally funded resources with existing systems and operations.
- To examine information technology training for the Marywood University community.

The ITSC provides the framework to help ensure that proposed information technology systems and operations meet the following criteria:

- The project supports Marywood University's Strategic Plan.
- Compliance and control processes are fully mapped out.
- Potential risks are identified and mitigated.
- All constituencies affected by the project are identified and notified as necessary.
- Pertinent replacement and/or extended warranty plans are explored.
- Appropriate user training documents and modules are developed.

Membership and Selections:

Chief Information Officer (CIO) (Chair with vote only in the event of a tie)

- Vice President of Operations
- Director of Educational Technology
- Financial Aid Representative
- Admissions Representative
- Marketing Representative
- Student Engagement Representative
- Human Resources Representative
- Equity and Inclusion Representative
- Dean Representative
- Registrar's Office Representative
- Information Technology (IT) Department Representative
- Faculty Senate Representative
- One Faculty Representative from each College
- Center for Transformational Teaching and Learning (CTTL) representative
- Undergraduate Student Government Representative
- Graduate Student Council Representative
- The Dean Representative and the IT Department Representative are appointed by their respective Vice President.
- The Faculty Representative from each college is appointed by the Dean of their college.
- The CTTL representative is appointed by the Associate Provost.
- Other committee members are in elected positions and/or are current Marywood University employees or students.
- The undergraduate student is appointed by the Executive Board of the Student Government Association in consultation with Vice President for the Student Experience.
- The graduate student is appointed by the President of the Graduate Student Council in consultation with the Vice President for the Student Experience.

Term:

Dean – three years with possibility of reappointment

Faculty at large – three years with possibility of reappointment

Elected and appointed representatives serve for three years with possibility of reelection or reappointment for one consecutive term. Eligibility is effective again after a hiatus of one year.

Students – one year with possibility of reappointment

Meetings:

Meetings are held at least four times a year, two in the fall semester and two in the spring semester. Additional meetings may be called as necessary.

Reports To:

Vice President of Operations

History

10-25-2018 The SRA Report: Final, 29 November 2016, recommended merging two University Standing Committees, the *Academic Computing Advisory Committee* and the *Technology Advisory Committee*, resulting in the committee known as the Technology Advisory Committee (TAC). The President of the University approved the merger as recommended by the Policy Committee of the University.

10-27-2020 Title change: Changed Vice President for Business Affairs and Treasurer to Interim Vice President of Operations; Director of Library Services to Chair, Library Services. The Report to section was changed from Vice President for Business Affairs to Interim Vice President of Operations.

11-07-2023 The Vice President of Operations, to whom the committee reports, approved revisions, including changing the name of the committee from *Technical Advisory Committee* to the *Information Technology Stewardship Committee* (ITSC). Other revisions were made in light of the academic restructuring.