

College of Education

Information Technology Advisory Committee (ITAC)

Charge Statement (Revised 3-20-2007)

The Information Technology Advisory Committee (ITAC) is advisory to the dean and to the leadership council, department chairs, and faculty and staff of the college. It is composed of a chairperson appointed by the dean, a representative of each department appointed by the department's chairperson with the concurrence of the dean. Ex officio members include the associate dean, and all members of the College of Education Office of Information Technology. The committee may also establish ad hoc technical and support working groups as needed to address specific planning issues or to advise it on specific implementation strategies related to information technology. The members of these technical and support working groups may be from units of the university other than the college or from agencies not affiliated with the university.

The responsibilities of the ITAC are four-fold:

1. To maintain a current inventory of information technology in the college, including computer equipment allocated to individual faculty and staff, regardless of the source of funds for acquiring that equipment.

Prepare and share with the committee a comprehensive inventory of current information technology in the college, including for each faculty and staff member their current hardware configuration, the date that the current hardware was placed in service, the date it was upgraded, any proposed hardware upgrade and cost, and any proposed new hardware configuration and cost.

2. To prepare and regularly review and revise an information technology plan for the college that incorporates the information technology needs of each department and office in the college and articulates clear and comprehensive college-wide goals for the future.
3. Establish procedures by which faculty, staff, departments and offices can make IT purchase requests. The committee will evaluate and rank order all requests. The committee will submit a prioritized list to the dean for funding and approval. The committee recognizes that additional technology purchases may be authorized by the Dean in consultation with the Director of the Office of Information Technology.
4. Serve as the point-of-contact for all inquiries on matters relating to information technology.

Review and interpret University Information Technology Services policy and procedures for ITAC and for the Leadership Council.

Serve as an information clearinghouse for college faculty and staff on matters relating to information technology.

Provide recommendations to the university's office of Information Technology Services (ITS) concerning information technology in the college and throughout the campus.