

Information and Applications Steering Committee Truman State University

1. PURPOSE

The Information and Applications Steering Committee is the group responsible for specifying the requirements and priorities of major IT applications at Truman. The group is also responsible for oversight of the data guidelines and standards used to achieve a desired level of academic and technical integration and standardization, and, participation in the development and implementation of the Information Technology Strategic Plan.

2. SPECIFIC CHARGES

The Information and Applications Steering Committee has these specific charges:

University Applications Oversight:

- Participates with the Information Technology Strategic Planning Task Force during the development of the IT Strategic Plan and reviews institutional progress on IT Strategic Plan initiatives.
- Evaluate project proposals to promote an integrated, priorities-based approach to the effective planning and deployment of enterprise class application technologies.

Data Governance:

Oversight of the processes that ensures that important data assets are formally managed throughout Truman including:

- Data Stewardship responsibilities.
- Oversight of the records management functions required to meet legal, fiscal and accountability requirements.
- Quality control of the discipline for assessing, managing, using, improving, monitoring, maintaining, and protecting organizational information.

3. AUTHORIZING EXECUTIVE BODY

The Information and Applications Steering Committee reports to the President.

4. ELIGIBILITY AND SELECTION OF MEMBERSHIP

Membership

- Voting Members –
 - (1) Academic Dean (appointed by the President)
 - (1) Controller (Ex-officio)
 - (1) Chief Information Officer (Ex-officio)
 - (1) ITS Director of Administrative Computing (Ex-officio)
 - (1) Vice President for Administration, Finance and Planning (Ex-officio)
 - (1) Vice President for Enrollment Management (Ex-officio)
 - (1) Vice President for Student Affairs (Ex-officio)
 - (1) Provost and Executive Vice President for Academic Affairs (Ex-officio)

- (1) ITS Web Integration Manager (Ex-officio) – only on an as needed basis
- The group is chaired by the Provost and Executive Vice President for Academic Affairs who is responsible for reporting team progress to the President's Staff and/or President.

Term of Membership

All appointed members shall serve a two-year term. The terms will begin with the academic year. Members can be appointed for an unlimited number of consecutive terms. Ex-officio members serve as ongoing committee members.

Filling Vacancies in Unexpired Terms

Vacancies in appointed terms which arise because of resignation from the Information and Applications Steering Committee, retirement, separation from the University, or change in job classification, rank, or assignment shall be filled by appointment of the area where the vacancy has occurred.

Subordinate Structures

The group may establish ongoing or finite working groups and/or task forces as needed.

5. OPERATING PROCEDURES AND GUIDELINES

To the extent possible, the following guidelines are to be observed:

- The Information and Applications Steering Committee shall meet monthly twelve months of the year.
- Minutes will be kept at each meeting and will be on file in Information Technology Services.

6. COMMITTEE DURATION

This is a standing committee reporting to the President.

(Revised 03/17/2017)