

## Charter – IT Steering Committee

Purpose: Ensure that EMU's IT initiatives and proposed projects help the University achieve strategic goals and objectives

Responsibilities: Committee activities may include

- Adopt and disseminate guiding principles for using IT at EMU.
- Adopt and disseminate standard processes for developing, submitting, reviewing, prioritizing and acting on proposed IT initiatives.
- Encourage IT initiatives that provide EMU with a competitive advantage in attracting students, faculty, staff and external support.
- Align applications of IT with EMU's strategic goals and tactical objectives.
- Receive, review, prioritize and make decisions about proposed IT initiatives.
- Recommend funding strategies for critical IT systems including on-going and scheduled replacement costs.
- Allocate resources or make recommendations about resources required to implement proposed IT initiatives.
- Minimize EMU's risks associated with providing individuals with access to digital data and IT systems.
- Resolve issues or conflicts that, if unresolved, would jeopardize the successful completion of approved IT initiatives.

Authority: The IT Steering Committee advises the Chief Information Officer about current and future IT- related issues, initiatives, and recommendations.

Membership:

- Chief Information Officer (Chairperson) and Deputy CIO
- Faculty Senate representative
- Academic College Dean
- Academic Affairs representatives
- Business and Finance representative
- Human Resources representative
- Physical Plant representative
- Student Government representative
- CIO-Designated participants

Term: on-going by position to provide continuity—reconfirmed annually

Meetings: The IT Steering Committee will meet a minimum of twice per academic semester (Fall and Winter) or as needed to accomplish its duties.

Reporting: Periodically report to the University's Executive Council about activities, issues, and related recommendations will be conducted by the CIO. In addition, committee members will disseminate meeting agendas, minutes and supporting documents so that the university community is aware of the work and recommendations of the committee.