

**University of California
Information Technology Leadership Council**

Standing Committees of the ITLC
Interactions with the ITLC – A Framework for Dialog and Feedback

Introduction and Background

The Information Technology Leadership Council's (ITLC's) Standing Committees are (in general) made up of representatives from all UC campuses (and in many cases UC medical centers as well). The Standing Committees play an extremely important role vis-à-vis information technology planning and operations at the University of California.

In general, the ITLC's Standing Committees perform the following tasks and functions:

1. Developing, obtaining, and presenting various vision documents, budgets, white papers, and other planning / background materials on behalf of the ITLC.
2. In support of campus and system wide information technology and business and academic operations, share best practices and dialog on potential solutions/alternatives for both current and future opportunities and challenges.
3. In support of campus and system wide information technology and business and academic operations, jointly act on the development and implementation of solutions/initiatives (e.g. systems, policies, etc.) benefiting the entire system or groups of campuses.

The Standing Committees of the ITLC are as follows:

- IT Architecture Group (ITAG)
- UCITPS (Policy and Security)
- Educational Technology Leadership Group
- Communications Planning Group (CPG)
- e-Accessibility Coordinating Group
- Research Computing Group
- Joint Data Center Managers Group (JDCM)
- Technical Acquisitions Support (TAS)

Importance of Communications and Interactions

Given the strategic role of the ITLC's Standing Committees, it is important that the ITLC have a transparent communications / reporting relationship with its Committees. This communications / reporting relationship has the following characteristics:

1. A clear process for charging the Standing Committees with planning / operational tasks and a concomitant process for the Committees to report back their findings to the ITLC.
2. A clear process for the Standing Committees to formally and regularly bring forth ideas, best practices, opportunities, challenges, etc. for the ITLC's consideration.
3. A clear process for the Standing Committees to bring forth ad hoc and potentially pressing issues to the ITLC for consideration and/or action.

ITLC Liaisons

To facilitate the aforementioned communications and interactions, the ITLC will name Liaisons for each Standing Committee (a primary and secondary). These Liaisons will perform the following tasks:

1. *Formal ITLC Requests.* When a Standing Committee is formally charged with acting on behalf of the ITLC, the ITLC Chair will contact the Committee Liaisons with the request (including scope, date needed, etc.). The Liaisons will in turn route the request to the Committee in question for action. The Liaison will interact with the Committee's lead / chair and report back to the ITLC Chair concerning the request (e.g. if funding is needed, if clarifications to the request are required, etc.) and will communicate with the ITLC Chair once the requested task is complete.
2. *Formal, Regular ITLC Updates.* The Liaisons and the Committee's lead / chair will twice annually provide a brief overview to the ITLC of significant issues, opportunities, challenges that are occurring as part of the Committees' ongoing meetings, dialog, and sharing of best practices. These updates may occur during formal, day long meetings or during CIO conference calls. The actual scheduling of the updates will be coordinated by the UCOP Strategic Project Lead.
3. *Ad Hoc Interactions with the ITLC.* The Liaisons and the Committee lead / chair will interact with the ITLC on an ad hoc and as needed basis when particularly pressing issues / concerns arise (these interactions occur via a formal request to the ITLC Chair).

Liaisons' Term: In general, the Liaisons' terms will be two years, with the Primary and Secondary Liaisons switching roles (on the same committee) after one year of service. The ITLC will review the Liaison assignments once per year, during its September meeting. In general, the Liaisons' terms will follow the instructional year (October 1st through September 30th two years hence).

ITLC Standing Committee Liaisons and Presentation Schedule

	<i>Primary</i>	<i>Secondary</i>	<i>Committee</i>	<i>ITLC Report</i>	<i>ITLC Report</i>
<i>Standing Committee:</i>	<i>Liaison</i>	<i>Liaison</i>	<i>Lead</i>	<i>Date One</i>	<i>Date Two</i>
IT Architecture Group (ITAG)	Mary Doyle, <i>UC Santa Cruz</i>	Pete Siegel <i>UC Davis</i>	David Walker <i>UD Davis</i>	Fall 2009	Spring 2010
UCITPS (Policy and Security)	Tom Putnam <i>UCSB</i>	Rich Kogut <i>UC Merced</i>	Kent Wada <i>UCLA</i>	Winter 2010	Fall 2010
Educational Technology Leadership Group	Pete Seigel <i>UC Davis</i>	Shel Waggener <i>UC Berkeley</i>	Liz Gibson <i>UC Davis</i>	Winter 2010	Fall 2010
Communications Planning Group (CPG)	Dana Roode <i>UC Irvine</i>	Bob Sams <i>Ag & Nat Res</i>	Brian Buckler <i>UC Irvine</i>	Winter 2010	Fall 2010
e-Accessibility Coordinating Group	Pete Siegel <i>UC Davis</i>	Open	Open	Winter 2010	Fall 2010
Research Computing Group	Jim Davis <i>UCLA</i>	Chuck Rowley <i>UC Riverside</i>	Bill Labate <i>UCLA</i>	Spring 2010	Winter 2011
Joint Data Center Group (JDCM)	Shel Waggener <i>UC Berkeley</i>	Paul Weiss <i>UCOP</i>	Walt Hagmaier <i>UC Berkeley</i>	Spring 2010	Winter 2011
Technical Acquisitions Support (TAS)	Dave Shelby <i>UC Davis</i>	Dana Roode <i>UC Irvine</i>	Thomas Trappler <i>UCLA</i>	Spring 2010	Winter 2011

Other Notes

It is proposed that during the 09/10 academic year, the various Liaisons work with their Standing Committees to ensure the following:

1. That each Standing Committee identify a chair / lead and the process by which these individuals are named.
2. That each Standing Committee develop (and/or update) a charter / mission / goals and objectives document.
3. That each Standing Committee maintain a wiki with (at a minimum) its meeting minutes and outcomes (e.g. plans, proposals, budgets, etc.) associated with various ITLC requests.