

Computer Technology and Communications Committee (CTCC) Charter

A. Introduction

The College of Agricultural Sciences Information Technology (CASIT) manages critical college information technology infrastructure for faculty, staff and students. CASIT receives advice and input from a variety of informal and formal mechanisms to ensure that the implementation and management of quality IT services meet the needs of the college. An effective advisory committee is essential to ensure that CASIT strategy aligns with the college vision and mission. The CTCC is the formal advisory committee for IT to the Dean, College of Agricultural Sciences.

B. Goals

- A. Align IT Strategy to college strategy
- B. Align service design and supporting systems with IT Strategy and measurable outcomes
- C. Transition the design into operation to meet user needs
- D. Communicate committee activities to the college.

C. Meetings

- A. CTCC will schedule regular monthly meetings throughout the school year, assuming that there is sufficient business.
- B. CTCC reviews the service portfolio to ensure that CASIT has the right mix of services to balance the investment in IT with the ability to meet defined outcomes.
- C. CTCC members will seek topics from their constituency to help determine areas for review and discussion.

D. Administration

- A. **Membership:** The Computer Technology and Telecommunications Committee shall consist of one faculty member from each academic department and a representative from the Student Technology Fee Committee. The CAS Director of the Information Technology, or designated representative, shall serve as an *ex officio* member of the Committee and serve as chairperson.
- B. **Communication:** Meeting schedule, agendas, minutes and other documents will be available on the committee's web page.
- C. **Quorum:** 100% with a 2/3's majority required to approve and may be conducted electronically.
- D. **Charter:** The CTCC is responsible for this document, including adoption, modifications and changes. The CTCC will review the document annually.