University Technology Committee Charge

Last Revision: June 2023

The University Technology Advisory Committee (UTAC) provides strategic leadership, coordination, prioritization, and advocacy for the use, adoption, and improvement of interunit and campus wide information technologies and systems in alignment with WOU's student-centered mission and strategic plan. UTAC is a shared governance group that is composed of, and driven by, cross-campus stakeholders who serve to ensure that WOU is following higher education best practices regarding the effective use of technology to achieve its organizational responsibilities and continuity of its educational programs. UTAC functions are supported through collaboration with its two standing subcommittees: the Data Integrity Group (DIG) and the Banner Functional Core Coordinators (BFCC). The committee is charged by, and advisory to the University President.

UTAC is charged to:

- Create and maintain a campus technology strategy that articulates a high-level vision for the use and maintenance of campus information technologies and systems in alignment with WOU's student-centered mission and strategic plan. This includes prioritization of interunit and campus wide technology initiatives.
- Gather information and conduct analyses necessary to craft recommendations to be voted on by the membership and forwarded to the appropriate governing body (e.g., UBAC, UDIAC, President's Cabinet, University Council, etc.) with support from the President, VPFA, or other sponsor(s). Notify stakeholders, including functional technologists across the university, of outcomes and facilitate on-going communication and coordination as needed.
- Serve as:
    - An advisory body for major technology projects (new buildings, campus-wide system implementation, etc), proposals for new technology systems, and financial-purchasing decisions
    - Campus advocates and ambassadors for innovation, information security, resilience, and technology accessibility
    - A communication channel across campus or between campus groups that develop and implement technologies
    - A conduit to ensure all voices, particularly student voices, are included in campus

technology conversations

- o In consultation with the University Diversity, Inclusion and Accessibility Committee, bring a user-focused DEIA lens to campus technology systems and academic technologies
- o Interface with the University Budget Advisory Committee and the Tuition and Fees Advisory Committee when those committees engage in discussions related to university technology systems, or when initiatives need financial support
- o A critical stakeholder involved in the development of policies related to university technology systems and academic technologies. UTAC may be called upon to develop implementation plans and training related to new or updated policies.
- o Develop and maintain a UTAC website for archives of meetings and reports, and the campus technology strategy.
- o Submit routine reports as well as a final annual report to the President and Board of Trustees.

Members

Committee Leadership

The University Technology Advisory Committee will be tri-chaired by the UCS Director or their delegate, the Dean of Library and Academic Innovation or an Academic Affairs delegate, and a faculty or staff employee (elected by the committee when more than one person is interested).

UTAC Chairs will serve for three year terms. Chair nominations and voting will occur in the final meeting of the year.

Ana Karaman	Senior Leadership Sponsor
UCS Director	Tri-chair
Academic Affairs	Tri-chair
Committee member	Tri-chair

Committee Members

Committee members are appointed by the President based on their role representing a group on campus or supporting information technologies and systems on campus. The committee will include representation from operational units across campus as well as from all three campus employee groups.

Faculty and staff at-large members	Up to 2 representatives from each employee group. Nominated by Staff and Faculty Senate. UTAC will seek to ensure that all employee groups are represented on the committee.
Student at-large members	Up to 2 students. May be ASWOU nominees or students or student employees who are interested in technology.
Center for Academic Innovation	1 representative from CAI; teaching & learning, LMS
Faculty programmer / Library	1 representative; faculty programmer position is in the Library
Registrar	1 representative from Registrar's office; Banner SIS power user
Office of Disability Services	1 representative from ODS; technology accessibility
Bursar	1 representative
Data Integrity Group	Preferably 1 representative who serves on both committees
Financial Aid	1 representative
Human Resources	1 representative