

DRAFT
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Section 6

G. College Information Technology Committee. The College Information Technology Committee shall act for the faculty in matters relating to formulation, recommendations, and review of college-wide policies pertaining to computer usage and information technology thus assuring that research, education, and service needs of users are met.

Specific duties of the Committee include, but are not limited to:

1. Assuring an understanding of the role and function of the College's IT Department, the Committee will receive a yearly briefing by the IT Director regarding the IT Department's project plan, organizational structure, job responsibilities, day-to-day IT staff activities, and current management and project issues.
2. Consideration, formulating, recommendation and review of college-level policies pertaining to information technology including: (a) standardization of hardware and software, (b) selection and licensing of software, (c) Web policies and web site implementation including the rules of the UF Office of Web Administration, (d) confidentiality and privacy including HIPAA and FERPA per the rules of the UF Privacy Office and the HSC's Security Office, (e) access to IT services, (f) review IT Department budget and budget priorities.
3. Systematic monitoring of quality of IT services, including timeliness in response and handling of user requests and professionalism in interactions with faculty and staff based upon available data for ticketed requests and an understanding of ad hoc, "walk in" request workload. The committee will seek feedback from the faculty, including working with the IT staff to carry out regular surveys that review relevant service issues and report to the dean regarding the overall function of the IT services and leadership of those services.
4. *Ad hoc* projects pertaining to IT matters as requested by the Faculty Council and/or as assigned by the Dean.

The Information Technology Committee shall consist of one faculty representative elected per department. The Dean shall instruct the departments to make certain that the committee membership reflects users involved in both large storage functions and high usage. In addition, two non-voting departmental staff members will serve on the Committee, recommended by college chairs and appointed by the Dean; one non-voting staff member representing the administrative functions of the college, one non-voting staff member representing distance learning staff, and the Director of IT as an *ex officio* member. Two, non-voting graduate student representatives shall serve on the Committee as recommended to the Dean by the Faculty Council including one professional student involved in service and one graduate student involved in research. The committee shall annually elect its own chair from its faculty members. The chair may be re-elected without term limits.