

DRAFT VI
March 12, 2009

Section 6

G. College Information Technology Committee.

The College Information Technology Committee shall act for the faculty by
[1] identifying issues and opportunities and offering recommendations pertaining to information technology applications within the College and
[2] reviewing and/or offering recommendations pertaining to college-wide policies for computer usage and information technology.

The goal of the Committee is to assure that the information technology-related research, education, and service needs of all College users are identified and recommendations to address these needs are made to the Dean.

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

1. An understanding of IT services:
To assure an understanding of the role and function of the College's IT Department, the Committee will receive a yearly briefing from the IT Director regarding the IT Department's project plan, organizational structure, job responsibilities, day-to-day IT activities, and current management and project issues.
2. IT Services and Policies:
Identify issues and make recommendations pertaining to the function of information technology services and review and make recommendations regarding college-level information technology policies 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, and (f) prioritization of identified IT needs for budget consideration
3. Service Quality:
In order to engage in systematic monitoring of the quality of IT services, the committee will seek feedback from the faculty, including working with the IT staff to carry out surveys that review relevant service issues, and report to the Dean and Faculty Council the results of those findings and offer recommendations as appropriate.
4. Ad hoc projects:
Carry out *ad hoc* projects pertaining to IT matters as requested by the Faculty Council and assigned by the Dean or his or her representative.

The Information Technology Committee shall consist of one faculty representative elected from each College department. Half of those elected will be randomly assigned to a one year term so as to stagger membership. The Dean may appoint two additional members to the committee to assure that users involved in both large storage functions and high usage activities are represented on the committee if such individuals are not elected by the faculty. Two non-voting departmental staff members will serve on the Committee, recommended by college chairs and appointed by the Dean. Additionally, the Dean will appoint one non-voting staff member representing the administrative functions of the college and one non-voting staff member representing distance learning staff. The Director of IT will serve 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.