

To: Dr. Valeria Gordan, Chair, Information Technology Steering Committee

Copy to: Dr. Shannon Holiday, Chair, Faculty Assembly
Dr. Shannon Wallet, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: January 2, 2018

Subject: Charge to the Information Technology Steering Committee, Jan.'18 – June '19

Thank you for your service to the University of Florida College of Dentistry as Chair of the Information Technology Steering Committee (ITSC) for 2017- 2018.

As stated in the college constitution and bylaws, it is the responsibility of this committee to provide strategic planning and direction for information technology support, based on a systematic plan drawn up by the Director of IT with active input from the committee. The committee will assist in setting priorities for major IT projects and initiatives. The committee will periodically review IT service, performance and effectiveness. The ITSC, in consultation with the Director of IT, will review the annual IT budget and make recommendations to the dean regarding resources needed to support information technology (hardware, software and personnel).

As stated in the bylaws, the committee consists of three full-time faculty members elected by the Assembly and three full-time faculty appointed by the Dean. A member of the business office and a representative of the Information Technology group will be appointed by the Dean. The Director of IT-Customer Service and one member of IT Service, appointed by the Director of IT-Customer Service, will serve as ex officio members. Faculty will serve staggered three-year terms. The committee elects the chairperson and vice chairperson from among the members.

This year, I request that the ITSC accomplish the following:

- Review and revise the constitution and bylaws as necessary to reflect the mission and membership of the Information Technology Steering Committee.
- Review and provide input to IT project priorities as they relate to teaching, learning and research.
- Review, approve and disseminate IT-related policies and procedures that are unique to the college.
- Act as a point of contact for IT-related issues that affect the college community.
- Work with the Strategic Planning Committee to revise the ITSC strategic plan to ensure it reflects the current administrative and financial structure for IT.
- Work with the Director of Curriculum and Instruction Faculty Development to evaluate and improve educational technology.
- Work with Associate Dean for Faculty Affairs and Faculty Development Committee to improve IT-recording and reporting systems for promotion, tenure and accreditation.

The committee should refer all committee action items to the Faculty Advisory Board (FAB) on an ongoing basis for FAB's review, discussion and subsequent action, as needed. The committee should evaluate

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performance on these measures and when appropriate, action plans for improvement should be instituted using the Plan-Do-Check-Act (PDCA) cycle. The PDCA is the college model for outcomes assessment and evaluation.

I am looking forward to another productive academic year for our college and thank you for your efforts on behalf of the IT Steering Committee.