UF UNIVERSITY of FLORIDA

College of Dentistry
Dean's Office

1395 Center Drive
PO Box 100405
Gainesville, FL 32610-0405
352-273-5800
352-392-3070 Fax

To: Dr. Tsuyoshi Tanaka, Chair, Information Technology Steering Committee

Copy to: Dr. Marcelle Nascimento, Chair, Faculty Assembly
Dr. Joseph Riley III, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: August 15, 2021

Subject: Charge to the Information Technology Steering Committee, 2021-2022

Thank you for agreeing to serve as Chair of the University of Florida College of Dentistry Information Technology Steering Committee for the upcoming year.

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.

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Additional charges suggested by the committee for the upcoming year:

1. Continue pursuing the potential research opportunities versus cost of accessing COHRI BigMouth data warehouse and integration of Epic electronic medical records with Axium data.
2. Continue developing and refining the UF IT Strategic Five-Year Plan and associated outcome measures.
3. Create and administer a comprehensive survey to UFCD faculty to assess strengths and identify weaknesses in IT support of the clinical care, teaching, and research missions of UFCD. Provide a report documenting survey finding as well as making specific recommendations to improve procedures and services for the college. This should include the P&T process that involve IT and /issues regarding the faculty toolkit.
4. Consider a new mode of communication with the UFCD faculty, students and staff using web resources to deliver a central source of pertinent and current information technology information that affects local (UFCD), regional (Health Science Center) and global (UF) stakeholders.
5. IT security measures- for the academic and clinical enterprise: Work on a cybersecurity development plan to create best practices protocols to avoid downtime proactively and data loss. As academics duties move remotely (for both faculty and students), portability can always represent risks. Unlike many other colleges in the university, our students have full access to patient information databases, and the need to protect information should remain a priority for novice users.
6. Continue to encourage different interfaces in AxiUm for the training of faculty and students: expanding the use of axiUm training and whiteboard as a safe training environment for staff, students, and faculty. In addition, students can perform activities in the training interface with RVU's and daily grades can populate in main clinical grading reports. Moving teaching practice patients to axiUm training interface will relieve axiUm live (production patients)

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 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.