

IT Student Health and Counseling Center Workgroup

PURPOSE

The IT Student Health and Counseling Center Workgroup (hereinafter referred to as “the Workgroup”) is established to review and endorse new project and operational initiatives for Point and Click (PnC), which is the student electronic medical record (EMR) system as well as other technology solutions used to manage health and wellness such as Orchard Harvest LIS, ProPharm One, NovaRad X-Ray, VixWin Dental X-Ray, and Opal X-Ray. This Workgroup is a direct input body to the IT Health Advisory Board. The purpose of this charter is to outline the responsibilities, composition, and operating guidelines of the Workgroup.

The Workgroup aims to provide a platform for Health and Wellness leadership to provide direction and engage with ITS on student health technology initiatives. The group will advise on the integration of technology to improve student health outcomes, student access to healthcare resources and health education and promote collaboration between students, faculty, health professionals, and technology experts regarding health-related technologies.

RESPONSIBILITIES

The Workgroup is an advisory body with the following responsibilities:

1. Champion strategic direction with Campus partners.
 - a. The IT Student Health and Counseling Center Workgroup is a direct input body to its parent committee within the ITS Governance framework, the IT Health Advisory Board.
 - b. The purpose of this workgroup is to review and endorse new project and operational initiatives for student health and wellness technologies.
 - c. This scope will also include any new system adopted by Health and Wellness departments.
2. Engage with internal and external stakeholders, including senior management, and IT staff, to gather insight and perspective.
3. Identify recommendations for IT investment requests and projects based on strategic objectives.

4. Identify recommendations for priority for operational and project activities.
5. Draft and communicate the PnC product roadmap to the IT Health Advisory Board for endorsement.
6. Be informed of significant project developments and challenges, and provide guidance as needed.
7. Share updates, strategize around best practices, and improve collaboration between impacted organizations.
8. Provide key updates on Workgroup activities, findings, and recommendations to the IT Health Advisory Board.
9. Review and make recommendations about IT governance policies, standards, and procedures to ensure alignment with strategic objectives and best practices.
10. Promote IT governance awareness and foster a culture of accountability.

COMPOSITION

The Workgroup will consist of a diverse group of members with the necessary expertise and experience in IT/governance.

Roles

1. **Chair:** A permanent ITS staff member appointed by the ITS CIO. Their responsibilities include regular attendance of the IT Health Advisory Board, setting meeting agendas, presiding over meetings, and ensuring the effective operation of the workgroup. Provides recommendations to the Chief Information Officer (CIO) of Information Technology Services (ITS) regarding modifications to workgroup membership.
2. **Co-Chair:** A rotating member serving a two-year term, with eligibility for a two-year renewal. Their responsibilities include regular attendance of the IT Health Advisory Board, aiding the Chair in preparing meeting agendas, and jointly presiding over the meetings.
3. **Members:** Participates in discussions and decisions, represent constituents across Campus units, and provides context on justification and prioritization of work. Membership will rotate based upon a staggered two-year term assignment.

The Workgroup shall consist of the following representatives: *IT Student Health and Counseling Center Workgroup Membership*.

OPERATING GUIDELINES

Meeting Procedures

1. **Frequency:** The Workgroup shall meet at least monthly or as deemed necessary by the Chair.
2. **Agendas:** Topics for the meeting will be collected by the Chair. The meeting agenda and supporting reference materials are to be circulated to members in advance of the meeting.
3. **Member Preparation:** In addition to the scheduled meetings, members should expect to spend time accessing and reviewing relevant materials in advance to fulfill their responsibilities.
4. **Member Participation:** Each member is expected to attend and actively participate in Workgroup meetings. Their responsibility is two-way: to bring input and perspective from his or her constituency to the Workgroup and to report back issues and results widely. Workgroup members shall maintain the confidentiality of all sensitive and proprietary information discussed during Workgroup meetings.
5. **Decision-Making:**
 - a. Decisions are made within the meeting upon agreement of a simple majority of voting members; one vote per person (regardless of how many areas they represent). For more routine matters, decisions may be made outside of a meeting via electronic methods (e.g. poll).
 - b. Off-cycle decisions may be necessary due to unforeseen circumstances. Being flexible and responsive to changing needs is crucial for effective governance.
 - i. Chairs have the authority to approve operational and non-major work requests.
 - ii. Chairs must communicate off-cycle decisions and rationale behind them at the beginning of the next workgroup meeting, setting the stage for transparency.
6. **Guests:** The Chair may invite other appropriate individuals (i.e. Subject Matter Experts) to participate in specific projects or agenda items.

7. **Minutes:** Minutes shall be recorded for each meeting, documenting decisions, recommendations, and any assigned actions. Minutes will be published in the IT Student Health and Counseling Center Workgroup Advisory Board - Meeting Agenda & Minutes folder.
8. **Documentation:** Agendas, reference materials, presentations, and minutes from each meeting are to be made available on the Workgroup's corresponding folder on the ITS Governance Google Drive in a method that aligns with the governance values of transparency, accountability, stewardship, collaboration, and agility.
9. **Communication:** Key findings, recommendations, and decisions will be communicated to the Information Technology Strategy Council (ITSC) and the IT Senate Committee. Not all decisions or updates may be relevant to all parties, so communication may be selective and targeted based on the nature of the information. Information may flow through channels in a specific order, ensuring that key individuals or groups are informed before broader communication is initiated.

REVIEW

1. The Workgroup shall be reviewed and updated at least once every year or as necessary to ensure alignment with organizational needs and industry best practices.
2. Amendments to the Charter require approval by the Workgroup.

APPROVAL

This charter is hereby approved and adopted by the IT Student Health and Counseling Center Workgroup on 4/2/2025.

Adelaida Diaz

Workgroup Chair