

IT Strategy Council Charter

PURPOSE

The Information Technology Strategy Council (ITSC) is established to provide strategic direction, governance, and oversight for all IT-related activities across the University of California, Riverside (UCR). The ITSC will ensure alignment with the institution's mission, values, and strategic objectives, emphasizing innovation, accessibility, and inclusivity in technology.

This charter outlines the responsibilities, composition, and operating guidelines for the ITSC and the associated Advisory Boards.

RESPONSIBILITIES

The ITSC is responsible for the following:

1. Ensure our IT strategies align with the institution's mission, values, and strategic objectives.
2. Champion the strategic direction of IT across the institution.
3. Ensure IT investments deliver value and support the institution's priorities.
4. Provide oversight and guidance to the IT Advisory Boards and other IT-related committees.
5. Review and approve (or reject with comments) ITS Roadmaps, including the inherent priority of projects, submitted by the IT Advisory Boards.
6. Review and approve (or reject with comments) IT investment requests for off-cycle projects submitted by the IT Advisory Boards.
7. Be informed of significant project developments and challenges, and provide guidance as needed.
8. Review and approve IT governance policies, standards, and procedures, ensuring alignment with strategic objectives and best practices.
9. Promote a culture of accountability, transparency, and continuous improvement in IT governance.
10. Promote IT governance awareness and foster a culture of accountability.
11. Review and inform strategic direction and timing for major initiatives.

COMPOSITION

The Council will consist of a diverse group of executives, faculty, staff, and students with the necessary expertise and experience in IT/governance.

Roles

1. **Chair:** The ITS CIO will serve as a permanent member of the Council in the Chair role. Their responsibilities include regular attendance at the IT Strategy Council, setting agendas for meetings, presiding over meetings, and ensuring the effective operation of the Council. Provides recommendations to the Provost regarding modifications to Council membership.
2. **Co-Chair:** UCR's Provost will serve as a permanent member of the Council in the Co-Chair role. Their responsibilities include regularly attending the IT Strategy Council, aiding the Chair in preparing meeting agendas, and jointly presiding over the meetings.
3. **Members:** Participates in discussions and decisions, represents constituents across Campus units, and provides context on justification and prioritization of work. Membership will include Campus Leadership.
4. **Ex Officio:** Participates in discussions, represents Advisory Board(s), and provides context on justification and prioritization of work. Membership will include the Chairs and Co-Chairs of the IT Advisory Boards. Ex Officio Members are non-voting members.

The Council shall consist of the following representatives: *IT Strategy Council Membership*.

OPERATING GUIDELINES

Meeting Procedures

1. **Frequency:** The Council shall meet at least bi-annually 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:** Members should review relevant materials in advance of meetings to engage fully in the conversation.
4. **Member Participation:** Each member is expected to attend and actively participate in Council meetings, bring input from their constituency, and report back issues and results. Council members shall maintain the confidentiality of all sensitive and proprietary information discussed.
5. **Decision-Making:**
 - a. Decisions are made by a simple majority of voting members. Each member has one vote, irrespective of the number of areas they represent. For routine matters, decisions may be made outside the meeting via electronic methods (e.g., polls).
 - b. Off-cycle decisions are permitted but must be communicated transparently. Chairs have the authority to approve operational and non-major work requests. These off-cycle decisions, along with their rationale, must be communicated by the Chairs at the beginning of the next Council meeting to ensure transparency.
6. **Guests:** The Chair may invite other appropriate individuals (i.e. Subject Matter Experts) to participate in specific agenda items.
7. **Minutes:** Minutes shall be recorded for each meeting and published in the IT Strategy Council (ITSC) Meeting Agenda & Minutes folder.
8. **Documentation:** All meeting materials will be made available on the [ITS Governance Google Drive](#), ensuring transparency, accountability, stewardship, collaboration, and agility.
9. **Communication:** Key findings, recommendations, and decisions will be communicated to the ITSC and the IT Senate Committee. Communication may be selective 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

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

APPROVAL

This charter is hereby approved and adopted by the IT Strategy Council on [3/21/2025](#).

Matt Gunkel
Council Chair