STANDARD OPERATING PROCEDURE

01. Procedures for IT governance within the college

Approved: 29 Jan 2013; 2 Mar 2017

Next review: 1 Mar 2019

Supplements: TAMU Rule 29.01.99.M1
TAMU Rule 29.01.99.M2

DEFINITIONS

1. **Information Technology (IT):** The set of services, systems, procedures, and people that plan, build, deploy, and maintain information resources for the college. In the College of Architecture, IT services are primarily provided by the Information Technology Services (ITS) unit.

2. **Information resource:** The systems (procedures, equipment, and software) that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data. In the College of Architecture this includes (but is not limited to) systems such as personal workstations, networked file storage, web applications, and email/groupware services.

PROCEDURES

1. **ROLE OF THE DEAN**

   The Dean sets direction for Information Technology (IT) within the college, and provides a vision for how information technology can help to forward the university mission in general, and the college's goals in teaching, research and service in particular.
2. COLLEGE IT COUNCIL

a. The *IT Council* advises the Dean on IT decisions, and provides input from the faculty and staff on prioritization of IT goals, policies and procedures.

b. The Council members are responsible to represent their unit's interests, and to disseminate information regarding IT policies and priorities back to their respective units.

c. The IT Council shall be chaired by the Assistant Dean for Business and Administration and co-chaired by the Director of IT. The membership shall be comprised of ten additional members representing the four primary groups within the college: students (two members), staff (two members), academic departments (four members), and research centers (two members). All members have equal voting rights.

STAFF REPRESENTATIVES

1. Staff member representative (*appointed by the Asst. Dean for Business*)
2. Director of Communications (*ex officio*)

ACADEMIC DEPARTMENTS

3. Dept. of Architecture representative
   (*appointed by Department Head, approved by the Dean*)
4. Dept. of Construction Science representative
   (*appointed by Department Head, approved by the Dean*)
5. Dept. of Landscape Architecture and Urban Planning representative
   (*appointed by Department Head, approved by the Dean*)
6. Dept. of Visualization representative
   (*appointed by Department Head, approved by the Dean*)

RESEARCH CENTERS

7. Research center representative (*appointed by the Dean*)
8. Research center representative (*appointed by the Dean*)

STUDENT REPRESENTATIVES

9. Undergraduate representative
(appointed by the Assoc. Dean for Academic Affairs)

10. Graduate representative
(appointed by the Assoc. Dean for Academic Affairs)

d. A quorum shall be met if, in addition to the chair or co-chair, at least two-thirds of the members are present.

3. DIRECTOR OF IT

a. The IT Director makes day-to-day decisions, and selects technologies that will forward the goals set by the Dean and the IT Council.

b. The IT Director reports to the Assistant Dean for Business and Administration in regards to day-to-day operations.

c. The IT Director provides regular feedback to the IT Council regarding long-term projects and the impact of IT operations on the college mission, including establishing appropriate metrics to track the progress of ongoing projects over the project life cycle.

d. The IT Director also informs the IT Council of the impact of relevant federal and state law, Texas administrative code, and university rules and SAPs on IT policy.

4. ORGANIZATION OF THE COUNCIL

a. The IT Council shall meet no less than twice each regular semester.

b. For any decision that would result in a change to IT policy or standard operating procedure, a two-thirds majority shall be required to forward a recommendation to the Dean.

c. The IT Director shall prepare an agenda for each meeting, and post the minutes of each meeting in a manner easily accessible to all college employees and students.