

CASE WESTERN RESERVE UNIVERSITY

CAMPUS INFORMATION SERVICES GOVERNANCE CHARTER

Council of Technology Officers (CTO)

(Approved September 9, 2008)

CHARGE:

The Council of Technology Officers (CTO) is a subcommittee of Information Services Planning and Advisory Committee (ITSPAC). As such, it will advise the Vice President for Information Services and Chief Information Officer of the university on the best strategies for implementing the recommendations of the Information Services Planning and Advisory Committee as well as on any other matters requested by the VP & CIO or the Chair of the CTO. The CTO will serve as a conduit for the two-way dissemination of information related to academic, administrative, and research computing between the university and the schools of the university and will serve to otherwise enhance communications among the technology leaders of the schools. The Chair of CTO serves as an *ex officio* member of Faculty Senate Committee on Information Resources (FSCIR). The CTO will keep abreast of technological and philosophical advances that impact academic, administrative, and research computing and advise the VP & CIO on how the university should prepare to support future computer and network-based activities on campus.

MEMBERSHIP:

The CTO shall be composed of a total of nineteen (19) members: one representative from each of the nine (9) schools of the university (Arts and Sciences, Dentistry, Engineering, Graduate Studies, Law, Management, Medicine, Nursing, and Social Sciences), Access Services, the Registrar's Office, Student Affairs, Undergraduate Enrollment Management, the University Library, University Relations, one *ex officio* representative from the Mandel Center for Nonprofit Organizations, and three *ex officio* appointments from the staff of the University's Information Technology Services division. The representatives from the schools/departments shall be named by the Dean, or equivalent, of each school/department with the understanding that the representative to the CTO should be the Chief Information Officer at the school/department level. If a member is not able to attend a meeting, he or she can contact the chair in advance of the meeting and designate a proxy with voting rights for that meeting. The Chair of CTO can invite a guest to a meeting when this would be beneficial to the discussion of items outlined in the agenda. Guest and *ex officio* attendees do not have voting rights.

TERM OF APPOINTMENT:

Appointment to the CTO will be for a term of one year beginning on the first of August.

STAFF SUPPORT:

The Executive Aide in the Office of the VP/CIO will provide lead staff support to the CTO

CTO OPERATIONAL PLAN:

The CTO will function as a committee of the whole and forward written recommendations to the VP & CIO when a majority of the membership deems it appropriate. The chairperson will convene meetings every other month. The chairperson and deputy chairperson will serve a one-year term beginning the first of August. The chair can stand for a second term if he or she is willing to serve an additional year and is nominated by a member of CTO. On the last meeting of the academic year, nominations for the chair position will be taken and selected by vote of CTO members. At the same meeting the chairperson can select a person for the deputy chair position or open the floor for nominations and election.

CTO MEETING SCHEDULE:

Every other month, first meeting of the year in September - CTO meeting of the whole