

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

IT AND DATA GOVERNANCE – ADMINISTRATIVE SERVICES COMMITTEE CHARTER

MAY 2019

PURPOSE:

The purpose of the Administrative Services Committee (ASC) is to identify and prioritize technology-based solutions for business and administrative needs. It will identify shared needs, set priorities and ensure coordination on the effective use of university resources to meet operational and strategic business requirements of the University. This committee will also create long-term master plans and roadmaps for Administrative Systems, including new initiatives, upgrades and retirements of systems that are no longer needed. The committee will use appropriate tools to assess requests and make decisions.

This committee is an expansion of, and will be modeled after, the existing UTRGV ERP Governance Committee, which focused on the UTRGV PeopleSoft 9.2 implementation that went live September 1, 2018.

The committee will make and receive recommendations to and from the Operational IT and Data Committee.

MEETINGS AND MEMBERSHIP:

Meets: Monthly/as needed

Chair: Voted by Committee from functional members

Members:

- Associate CIO Enterprise Systems, Facilitator
- Associate Vice President for Financial Services
- Chief Procurement Officer
- Chief Human Resources Officer
- Executive Director of Enrollment Systems
- Sr. Associate VP for Health Affairs
- Director for Budget and Operations, Research, Graduate Studies and New Program Development
- 1 representative from Academic Affairs
- 1 representative from Staff Senate

DECISIONS

Members will vote to appoint a chair, on decisions, on whether or not to approve projects and other topics. Majority rule will be the standard process used. In the case of a tie that cannot be resolved at the committee level, the Operational IT & Data Committee will be asked to break the tie.

SCOPE AND RESPONSIBILITIES:

- Create master plans for Administrative Systems, including new initiatives, upgrades and retirements of existing systems, such as PeopleSoft, Oracle, Banner, AthenaHealth and the UTRGV website.
- Manage initiatives, plans and changes related to projects involving all enterprise systems for academic, business and digital experience use by all departments of the university.

- Identify and recommend tools to improve services to students, faculty, researchers, clinicians, residents and other stakeholders.
- Recommend project priorities.
- Recommend funding allocations.
- Determine criteria for measuring cost-benefits, project success, etc.
- Determine training and development programs needed to make the most effective use of technology.