



320 STEPHENS HALL
UNIVERSITY OF CALIFORNIA

September 29, 2014

LARRY CONRAD
Chief Information Officer

*Subject: Charge for a Proposed Joint Senate-Administration IT Advisory Committee
for the Campus CIO and the UC Berkeley Division of the Academic Senate*

Dear Larry,

Divisional Council (DIVCO) formally approved the formation of a joint Senate-administration IT advisory committee on April 14, 2014. The charge approved by DIVCO is attached.

The Committee on Committees appointed the following faculty to represent the Academic Senate on the committee effective immediately and ending on August 25, 2015: Catherine Cole (TDPS), Ken Goldberg (IEOR), and Anthony Joseph (EECS). If you have any questions, please let me know.

Sincerely,

Panos Papadopoulos
Chair, Berkeley Division of the Academic Senate
Professor of Mechanical Engineering

Encl.

Cc: Ian Duncan, Chair, Committee on Committees
Anita Ross, Senate Analyst, Committee on Committees

**Charge for a Proposed Joint Senate-Administration IT Advisory Committee
for the Campus CIO and the UC Berkeley Division of the Academic Senate
April 11, 2014**

MISSION

The Senate –Administration Joint Committee on Campus Information Technology (JCCIT) is established to provide faculty input, perspective, and advice to the campus Chief Information Officer (CIO) about IT initiatives and issues at the University. The Committee is jointly appointed by the Academic Senate and the campus CIO. The Committee will: 1) provide timely communication between the Academic Senate and the Administration regarding IT issues and initiatives, policies and plans that impact the faculty, and 2) advise the administration on faculty IT needs and concerns, IT policies and plans, and IT investment priorities.

The Committee will focus its efforts on ensuring faculty IT needs are communicated effectively as input to campus planning and on ensuring that faculty perspectives are provided with regard to IT goals, operations, policies, standards, priorities and investments.

MEMBERSHIP

The Academic Senate will appoint three members and the CIO will appoint three members to the committee. Membership will be reviewed annually and adjusted as appropriate. In addition to these six members, the Chair of the Academic Senate and the CIO will appoint co-chairs of the committee.

PROCEDURES

Committee staffing and reporting – The Office of the CIO will staff the committee and prepare minutes of action items. The co-chairs will prepare a brief annual report for the Senate and the CIO.

Meeting structure – The chairpersons or a designee will collect agenda items and circulate agendas and information items in advance of each meeting to ensure informed discussions of scheduled topics.

Meeting frequency – The committee will convene at least once per semester. The committee will determine modifications to the schedule based on needs related to current activities.

Term – The Academic Senate and the CIO will review the committee’s charge and utility annually and the committee will be reorganized if needed or discontinued if it is no longer deemed necessary.

The committee will determine its need for other operational procedures consistent with the committee mission.