IT GOVERNANCE AT COLORADO STATE UNIVERSITY
College Information Technology Administrators Council
CITAC

I. Introduction
The College Information Technology Administrators Council (CITAC) was chartered in 2009 by the CSU Council of Deans as an academic IT advisory group. CITAC formalizes efforts to address the growing interdependence of campus technologies and to coordinate various college efforts toward a shared common vision for student and faculty computing. While Academic Computing and Networking Services (ACNS) provides some common services to the entire campus community, college IT staff maintain direct contact with students, faculty and researchers and provide services that are often tailored to the specific needs of the college community. CITAC provides a forum for the colleges to collaborate, enhance interaction, and work toward consensus on IT polices and plans, both among the colleges and with ACNS. As an effective voice within the University IT governance structure, CITAC provides expertise on the IT demands and trends within the college environment.

II. Role
Information technology services are provided and supported via a distributed model at Colorado State University, which allows for each of the eight academic colleges, and the Center for Advising and Student Achievement (CASA) to tailor IT services to the academic and research needs of their constituents. Lacking central support, the university distributed funding to each college in the late 1980’s to promote the campus Information Technology (IT) environment. This model continues to serve CSU well. To accomplish the necessary integration of the University’s many disparate but interdependent IT systems, CSU employs a governance structure whereby the various IT departments on campus can communicate, collaborate, and vote on important IT policy matters.

In accordance with CSU policy 4-02152005-1 (February 2, 2005), the Provost is responsible for the IT environment at Colorado State University. The Provost chairs the Information Technology Executive Committee (ITEC) that is responsible for IT policy and oversight of the IT environment. The ITEC Advisory Council (IAC) is chaired by the Vice President for Information Technology (VPIT). The IAC supports the ITEC by preparing strategic and policy IT matters for its consideration, and bringing to it other matters that are of an operational nature as described below. IAC is supported by various committees.

Recognizing this governance structure, the colleges appointed a formal committee (College Information Technology Administrators Council – CITAC) through the Council of Deans to facilitate discussion, gain consensus among its members with the ultimate goal of aligning IT within the university structure while preserving the unique missions within each college. The committee works together on initiatives as well as with other campus units (including Central IT staff) to maximize campus wide IT effectiveness.
III. Mission

CITAC’s mission is to provide a unified research and academic point of view to the IAC, to investigate and potentially pursue IT-related projects to improve faculty, staff, and students’ experiences with technology across the University, and to act as an advisory group to the deans for information technology issues. Our scope is both operational and strategic.

IV. Administration

A. Membership

CITAC members shall include the senior IT representative from each College and CASA. For continuity, this member is also the appointed member to IAC.

B. Officers

The committee shall elect a new chairperson each June. The chair shall be limited to two consecutive terms. The host unit shall act as secretary.

C. Meetings

CITAC will meet monthly unless majority of membership elects not to. To preserve continuity with discussions, no substitutions are allowed. Meetings will rotate among the colleges in alphabetical order. If a college changes its name, the meetings will be re-ordered once a cycle has been completed. The host unit is responsible for taking and posting meeting minutes to the CITAC.

D. Communications

Meeting schedule, agendas, minutes and other documents will be available on the Council’s website: http://www.citac.colostate.edu/.

E. Committees

1. The committee chair represents the colleges at Information Technology Executive Committee (ITEC) meetings.
2. The committee chair assumes chair of the University Charges for Technology committee.
3. The committee chair shall appoint members within CITAC to serve on University committees when necessary.
V. Scope of Activities

CITAC functions as a campus-wide technology driven collaborative entity to provide guidance to the dean and a unified voice in ITEC. Activities focus on the common technical demands in each member's educational setting to promote consistent application of technology across campus. This includes nurturing the contribution that leading edge technology has for research groups, administrative teams and academia in a method which extends beyond traditional departmental boundaries. The result is a technology-driven dialogue to better coordinate, plan and implement projects in both college-centric and university wide scope. CITAC also distributes and gathers information for special projects originating from IAC, the dean or other CITAC members and helps form related policy.

V. Responsibility for This Document

The College Information Technology Administrators Council (CITAC) is responsible for this document, including adoption, modifications and changes. The document shall be reviewed once a year by the first meeting in May. Changes to this document will be vetted within each college, discussed and voted on at a meeting. Quorum must be 100% with a 2/3’s majority required to approve.