MEMORANDUM

To: Dr. Charles Widmer, Chair
Information Technology Steering Committee

Copy to: Dr. Neel Bhattacharya, Chair, Faculty Assembly
Dr. Clay Walker, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: July 1, 2015

Subject: Charge to the Information Technology Steering Committee, 2015-16

Thank you for your service to the University of Florida College of Dentistry (college) as Chair of the Information Technology Steering Committee (ITSC) for 2015-16. As stated in the college constitution and bylaws, it is the responsibility of this committee to provide strategic planning and direction for information technology support, based on a systematic plan drawn up by the Director of IT with active input from the committee. The committee will assist in setting priorities for major IT projects and initiatives. The committee will periodically review IT service, performance and effectiveness. The ITSC, in consultation with the Director of IT, will review the annual IT budget and make recommendations to the dean regarding resources needed to support information technology (hardware, software and personnel).

I am requesting that the Information Technology Steering Committee continue to advise me on issues related to information technology and to act as a conduit of information on this information through our Faculty Advisory Board (FAB) committee. FAB will appoint a liaison to your committee to help with this communication and any issues that need to be brought up to the faculty. Attachment (1) is a new reporting tool that will ask for a six month and yearly report of your committee’s activity.

This year, I request that the ITSC accomplish the following:
1. Review and provide input to IT project priorities as they relate to teaching, learning and research.
2. Continue to evaluate the educational technology needs in the college and make recommendations to improve the level of service to the faculty in regard to educational technology.
3. Evaluate and make recommendations on IT improvements to the SIM lab to have axiUm available at all stations.
4. Review the college 2014-2015 IT Strategic Plan and Work Plan and update it for 2015-2016. The ITSC should coordinate these efforts with those of the college Strategic Planning Committee.
5. Continue to review college, Health Science Center and university IT policies and recommend changes or improvements to me on college level policies based on these reviews.
6. Act as a communication source to the college on IT-related issues that affect the entire college community.
7. Review, approve and disseminate IT-related policies and procedures that are unique to the college.
8. Provide support and act as liaison with Academic Health Center-IT (AHC-IT) for the Curriculum Revision Team and accreditation activities.

The committee should refer all committee action items to the Faculty Advisory Board (FAB) on an ongoing basis for FABs review, discussion and subsequent action, as needed.
Each standing faculty committee is charged with reviewing relevant outcome measures from the college strategic plan. I would like the ITSC to determine which systems are critical to the college and develop performance metrics/criteria for them. Develop measures related to our key IT strategies, review them periodically and share those analyses with me and the FAB.

The committee should evaluate performance on these measures and when appropriate, action plans for improvement should be instituted using the Plan-Do-Check-Act (PDCA) cycle. The PDCA is the college model for outcomes assessment and evaluation.

The committee consists of three full-time faculty members elected by the Assembly, three full-time faculty appointed by the dean. A member of the business office and a representative of the Information Technology group will be appointed by the dean. Faculty will serve staggered three-year terms. The committee elects the chairperson and vice chairperson from among the members.

The vice chairperson will become chairperson upon completion of the chairperson's term.

I am looking forward to another productive academic year for our college and thank you for all of your efforts leading the Information Technology Steering Committee.