A. Office of Information Technology (OIT)

1. Mission and Functions

Manage the development of campuswide perspectives on the use of computing, data processing, telecommunications and related techniques* to meet the University's needs, by

   a. coordinating the development of long-range goals
   b. establishing action plans for achieving these goals
   c. monitoring and evaluating changing technology
   d. assuring that the goals and program plans are up-to-date and are responsive to changes in institutional programs and mission.

The following are examples of specific functions this office will undertake in carrying out its responsibilities:

   Take responsibility for processing approvals of computing and telecommunications equipment and software acquisitions under authority delegated by the UW System and DOA.

   Provide consultation to University administrators on decisions that involve the application of information technology.

   Represent the University on matters related to information technology.

   Assist in obtaining funds to support applications of information technology.

   Take initiative in encouraging faculty and staff to make effective use of information technology in their work.

2. Personnel

   Three full-time positions:

   Director (faculty, appointed by Chancellor)
   Assistant Director (academic staff)
   Program Assistant (classified)

*Information technology is understood, in this context, to include not only the traditional forms of computing and communications, but also such developing forms as video and satellite technology, electronic mail and conferencing, electronic printing and automated publishing, inter- and intra-campus networking, library automation, computer assisted instruction, and the communication aspects of such functions as energy management and security control.
Director

Reports to Chancellor and provides staff support to Chancellor's Office:

- Advises Vice-Chancellor for Academic Affairs on the budget and management of MACC, library automation and other academic computing matters.

- Advises Vice-Chancellor for Administration on the budget and management of ADP and other administrative computing matters.

- Advises Vice-Chancellor for Administration on the budget and management of the Telecommunications Office and other telecommunications matters.

- Assures that voice, data and video communications networks develop in a manner consistent with institutional goals.

- Advises Deans and Directors, as requested, on information technology matters.

- Serves as a staff resource to such key planning groups as the Academic Planning Council and the University Library Committee.

- Chairs Information Technology Advisory Committee (ITAC - see below).

- Consults regularly with and convenes meetings of the MACC, ADP, and Library Directors, Telecommunications Manager and heads of other information technology service organizations for effective coordination of services campuswide.

- Ex officio, non-voting member of:
  MACC Advisory Committee
  ADP Advisory Committee
  Telecommunications Advisory Committee

- Serves as UW-Madison liaison to UWS and DOA on information technology matters.

- Supervises the Assistant Director and Program Assistant.

Assistant Director

- Assists Director in planning and technology assessment activities.

- Screens acquisition requests to identify those needing Information Technology Advisory Committee review, and provides final review for the University in approving others, in consultation with the Director.

- Provides procurement assistance to faculty and staff.

- Maintains liaison with college-level Information Technology Committees.
Program Assistant

- Functions as secretary and receptionist for Director and Assistant Director.
- Receives and examines all acquisition requests and transmits them to Assistant Director or Purchasing as appropriate (using criteria established by ITAC and Director).
- Maintains online database of acquisition requests and their status.
- Prepares reports summarizing the activities of the office.
- Maintains library of information resources and technical data for use in the office and by members of the University community.

B. Committees

1. Information Technology Advisory Committee (ITAC)

Purpose: Serves as the primary faculty body advising the Chancellor on the development of long-range goals for the effective use of information technology in all aspects of University activity.

Its functions in carrying out this mission include such activities as:

- Working with the OIT Director and College Information Technology Committees to develop long-range goals.
- Working with the OIT Director to establish plans for achieving the long-range goals.
- Advising the Chancellor and OIT Director on criteria and procedures for approval of hardware and software acquisition requests campuswide. Serving as final reviewing body for very large acquisitions.
- Keeping abreast of major information technology developments nationally and on the campus.

Membership:

Ten members; six appointed by the Chancellor to staggered three-year terms, the chairs of the ADP, MACC and Telecommunications Advisory Committees; the OIT Director, who serves as chair; and four ex officio non-voting members: ADP and MACC Directors, Telecommunications Manager, and Director of Libraries.

A majority of the voting members will be faculty.

2. MACC Advisory Committee

Purpose: Serves as the primary faculty body advising the Vice-Chancellor for Academic Affairs on policies and plans for the Academic Computing Center.
Its functions include providing assistance in planning, suggesting and responding to proposals for new policies and services, reviewing budgets and proposed changes in rates, and reviewing major hardware and software acquisitions and major software development projects.

**Membership:**
Nine members; eight, plus a Chair, appointed by the Vice-Chancellor for Academic Affairs, broadly representative of academic computing users, serving staggered three-year terms; two *ex officio* non-voting members: the OIT Director and the MACC Director.

A majority of the voting members will be faculty.

3. **ADP Advisory Committee**

**Purpose:**
Serves as the primary body advising the Vice-Chancellor for Administration on policies and plans for Administrative Data Processing.

Its functions include providing assistance in planning, suggesting and responding to proposals for new policies and services, reviewing budgets and proposed changes in rates, reviewing major hardware and software acquisitions, and reviewing software development schedules and priorities.

**Membership:**
Eleven members; ten, plus a Chair appointed annually by the Vice-Chancellor for Administration, broadly representative of ADP users: two *ex officio* non-voting members: the OIT Director and the ADP Director.

4. **Telecommunications Advisory Committee**

**Purpose:**
Advises the Chancellor on the appropriate directions for future development in telecommunications on the campus, including the provision of voice, data and video switching and transmission services. Its functions include providing assistance in planning, suggesting alternatives and responding to proposals for new policies and services, reviewing budgets and proposed changes in telecommunication rates, reviewing major hardware and software acquisitions, and reviewing development schedules and priorities. The Committee will serve as the University’s liaison with System Administration, the Department of Administration and institutions and organizations which receive telecommunication service from the UW-Madison.

**Membership:**
Six members; three, plus a Chair, appointed by the Chancellor; the MACC and ADP Directors; and two *ex officio* non-voting members: the OIT Director and the Telecommunications Manager.