

Charter for the Information Technology Planning Board

The Information Technology Planning Board (ITPB), a joint Administration-Senate committee, is the primary governance and oversight body for information technology^[1] and services at UCLA. The Board has purview over UCLA's information technology strategies, which include consideration of technology infrastructure, the increasingly interrelated realms of academic and administrative computing, and central vs. distributed deployment of resources. It is the successor organization to the Academic Information Technology Board (AITB). This charter will be incorporated into the formal charge letter to the ITPB.

Responsibilities

The ITPB will inform and advise UCLA's executive management and Senate leadership regarding information technology, including budget and policy matters, and strategic opportunities regarding investment in and deployment of information technology. In furtherance of these responsibilities, the Board will review and make recommendations concerning technology-related budget requests and opportunities stemming from a variety of corporate and industrial relationships. The Board's oversight activities — concerning local, central and partnership technology plans, budgets, policy, and progress — will both inform decision-making and ensure internal coordination. The ITPB will take leadership in establishing UCLA's information technology (IT) vision, strategic plan, and policy guidelines. Broad-based consultation should underpin these efforts.

Consonant with its responsibilities, the following specific accomplishments are expected of the Board:

- Define a strategic vision and plan for IT deployment that supports UCLA's overall strategic vision.
- Establish a comprehensive and academically based policy framework for IT, including local, consortium, and central organizations and their interrelationships.
- Position UCLA for continued technology renewal and technology-enhanced research, instruction, and service.
- Ensure that within UCLA's Strategic Planning Process and budget environment, a budget strategy is developed that reconciles the overall IT plan with the distributed goals of the academic and administrative units. Establish metrics by which UCLA's progress and accomplishment in IT can be measured and a process by which the vision and plans are regularly reviewed and updated.

In pursuing these goals, the Board must ensure that its actions support and are consistent with academic-based decision-making and joint governance as these concepts have evolved at UCLA. In this regard, the Board will create an environment conducive to broad-based consultation among UCLA's faculty, administrative leadership, Academic Senate leadership, students, and staff. The emphasis on such broad-based consultation is to ensure that within the changing IT context, UCLA continues to preserve, support and enhance those activities that are fundamental to a research university. All ITPB reports should be directed to both the Executive Vice Chancellor and the Academic Senate Chair. At the end of each academic year, the Board will prepare and submit a report summarizing its activities and actions during the course of the year.

Chair, Membership, and Duration

The Board will be chaired by a member of the faculty. He or she will be selected jointly by and maintain regular communication with the Executive Vice Chancellor and the Chair of the Academic Senate. The ITPB Chair should have strong leadership skills, demonstrated institutional perspective, high academic standing, and a deep understanding of and commitment to the strategic and tactical importance of IT to UCLA's vision and mission. Because of the time-consuming nature of the position, some relief (e.g., release time, research assistance) will be provided to the Chair following consultation with the Chair designate. The Associate Vice Chancellor – Information Technology, in consultation with the Chair, will assign appropriate and necessary staff as support for the Board. This will be done in order to ensure the independence and impartiality of the Board.

The Chair will:

- Work closely with the Associate Vice Chancellor – Information Technology, who will support the board by coordinating IT planning, policy development, and assessment, and by providing support, analyses and recommendations to the Board.
- Work directly with deans, other senior academic administrators, and administrative leaders.
- Work directly with the leadership and agencies of the Academic Senate, as well as with ad hoc groups of faculty.
- Work directly with department chairs and faculty on information technology related matters.
- Appoint and guide workgroups and subcommittees composed of faculty and/or administrators to carry out specialized analyses and activities.

In addition to the faculty Chair, the Board will be composed of current senior academic administrators, administrators, and additional faculty, with the faculty predominant. The Chair and members will be jointly determined by the Executive Vice Chancellor and the Chair of the Academic Senate. The vice chair of the Academic Senate will serve as a voting, ex officio member of the Board. The Associate Vice Chancellor – Information Technology will be a non-voting, ex officio member. All members should have an institutional perspective and demonstrated interest in the use of technology to support UCLA's mission. The term of service of the initial members is through June 30, 2003. The undergraduate and graduate student associations will each be invited to identify one representative to serve as a member of the Board, preferable students who can serve through at least two academic years.

The ITPB has the important responsibility of guiding the development of a budgetary, policy, and procedural framework that will move the campus to a mature governance structure for information technology matters. This, in turn, will support the creation of a hospitable environment in which latent synergies among UCLA's various academic units can emerge and prosper. Such an environment is a prerequisite for the campus to realize its full academic potential from information technology and digital media. Because of the dynamic nature of information technology, the ITPB's role, mission, composition, and reporting relationships will be reassessed, at or near the end of its members' terms in 2003. On the basis of the assessment, the Executive Vice Chancellor and the Chair of the Academic Senate will again consult regarding the appropriate governance structure to follow.

UCLA
October, 2000

[1] The terminology "information technology" is intended to encompass computing, information systems, new media, multimedia, and the many and varied forms of digital media and technologies.

[View AITB History](#) to read about the predecessor board to ITPB