



Administrative Regulation: 11.3.2ADR

Responsible Office(s): Information Technology

Effective: February 1, 2022

Next Review Date: February 1, 2027

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Information Technology and Data Governance

Statement

In recognition of the critical role that constituents play in the effective and efficient operation of Information Technology (IT) Services at Eastern Kentucky University, the following governance structure exists to ensure that policies, standards, and priorities mirror the needs of users in support of the overall mission of the University.

The IT and Data Governance process functions so that there is, in essence, an “on-going discussion” with key stakeholders with respect to input, topics, needs, priorities, and analysis. This provides greater dialog and understanding regarding needs and priorities for the overall University IT efforts to improve the student learning experience, increase data protection, enhance decision making, and advance overall administrative efficiency and effectiveness. In addition, IT Governance Committees will receive requests for IT projects from the campus community. All requests will be analyzed for their relationship to the mission and strategic directions of the University as well as for total cost of operations.

Entities Affected

The entire University Community.

Procedures

Information Technology Governance Framework **IT Executive Council (ITEC)**

- A. Charge: The University IT Executive Council makes final decisions concerning University-wide policies, standards and priorities related to the use of information technology within the University environment.
- B. Areas of Leadership
 - Advance the mission and goals of Eastern Kentucky University

- Approve IT policy and procedures
- Approve IT initiatives and strategies
- Allocate resources optimally and transparently
- Develop funding strategies

C. Committee Members

1. President's Cabinet
2. CIO

D. Meeting Procedures

- Meeting frequency: The Council will determine the meeting schedule based on necessity, and current activities.
- Time Commitment: In addition to scheduled meetings, members can expect to spend time between meetings reviewing related material and handling more routine matters via electronic methods utilized for decision making.
- Meeting Structure: The CIO will collect agenda items.
- Reporting: The CIO will report on decisions and maintain electronic communication mediums for distributing University-wide information about the work of the Council in a method that aligns with EKU and IT values of transparency, accountability, stewardship, collaboration, and agility.
- Documentation of Proceedings: All meetings will have record of discussions, decisions, and action items that are published in a timely manner.
- Decision making: The Council will offer input to items that are elevated to a decision point. The Council has the final authority in the decision process.
- Research and Supplemental Input Mechanisms: The Council may establish, at its discretion, additional ad hoc committees, task forces, or other working groups as needed. Alternatively, the Council may charge the CIO with the establishment of an additional, ad hoc IT working group.
- Council Support: The CIO will ensure administrative support is provided to the Council.

Information Technology Council (ITC)

A. Charge: The Information Technology Council of Eastern Kentucky University makes priority recommendations to the Executive Council concerning policies, standards, priorities, acquisition, distribution, use, and maintenance of information technologies. This group also makes priority recommendations to the Executive Council concerning policies, standards, and priorities for data governance.

B. Areas of Responsibility

- Develop and review IT policy and procedures
- Develop and review Data Governance policy and procedures

- Develop and review IT initiatives and strategies consistent with the mission of the University
- Establish resources for IT initiatives and strategies
- Ensure that appropriate business processes related to information technology are in place

C. Membership

1. CIO
2. Three Rotating members of IT leadership on a two-year cycle
3. The following serve on rotating appointments
 - a. One (Dean or Chair) appointed by the Provost. (Terms will be staggered; appointment should rotate among the Deans and Chairs.)
 - b. Non-IT member from the TLTC
 - c. Non-IT member from the ATC
 - d. Administrative member. (Identified and selected by Staff Council.)
 - e. SGA IT Committee representative

D. Meeting Procedures

- Meeting frequency: The Council will meet quarterly. If more meetings are necessary, the Council will determine the meeting schedule as needed based on current activities.
- Time Commitment: In addition to the scheduled meetings, members can expect to spend time between meetings reviewing related material and handling more routine matters via electronic methods utilized for decision making.
- Meeting Structure: The Council Chair will collect agenda items.
- Reporting: The Council Chair will report on decisions and maintain electronic communication mediums for distributing University-wide information on the Council in a method that aligns with EKV and IT values of transparency, accountability, stewardship, collaboration, and agility.
- Documentation of Proceedings: All meetings will have record of discussions, decisions, and action items that are published in a timely manner.
- Decision Making: The Council will offer input on items that are elevated to a decision point. Without Council consensus, CIO has decision making authority.
- Research and Supplemental Input Mechanisms: The Council may establish, at its discretion, additional ad hoc committees, task forces, or other working groups as needed. Alternatively, the Council may charge the CIO with the establishment of an additional, ad hoc IT working group.
- Council Support: The CIO will ensure administrative support is provided to the Council.

Committees Reporting to ITC

Teaching & Learning Technology Committee (TLTC)

A. Charge: The Teaching & Learning Technology Committee (TLTC) reviews and makes recommendations regarding academic IT needs and requirements that align with the University strategic plan and trends in higher education. The Committee consults on technology issues impacting teaching, learning, advising, and student life; and makes recommendations on the implementation and evolution of various academic technology services.

B. Areas of Responsibility

- Academic software utilized for learning and student success, including BlackBoard Learning Management System (LMS), DegreeWorks, Qualtrics, etc.
- Classroom Technology
- IT services review and evaluation
- IT student services review and evaluation
- Evaluation of physical learning environments
- Evaluation of online learning environments
- Assess new and emerging technologies
- Review and consider legal issues in technology that might affect teaching and pedagogy
- Review and evaluate trends in higher education; future directions
- Review student-owned technology and IT service delivery through those devices
- Review initiatives, policies or strategy decisions related to IT

C. Members

1. Chair: IT representative
2. Faculty Senate IT Committee representative
3. 2 IT representatives
4. Faculty member (one representative from each college)
5. eCampus representative
6. Libraries representative
7. Regional Campus representative

D. Meeting Procedures

- The Committee will meet twice during each academic semester – fall (September and November) and spring (February and April). The Committee will determine the actual meeting date and time based on member availability.
- Time Commitment: In addition to the scheduled meetings, members can expect to spend time between meetings reviewing related material and handling more routine matters via electronic methods utilized for decision making.
- Meeting Structure: The Committee Chair will collect agenda items.
- Reporting: The Committee Chair will report on decisions and maintain electronic communication mediums for distributing University-wide

information on the Committee in a method that aligns with ECU and IT values of transparency, accountability, stewardship, collaboration, and agility.

- Documentation of Proceedings: All meetings will have record of discussions, decisions, and action items that are published in a timely manner.
- Decision Making: At the Chair's discretion, votes may be taken on matters of importance. All members of the Committee, with the exception of the Chair, will be regular voting members. The Committee will offer input on items that are raised to a decision point. The Chair has the final voting decision, when necessary in the event of a tie vote.
- Research and Supplemental Input Mechanisms: The Committee may establish, at its discretion, additional ad hoc committees, task forces, or other working groups as needed. Alternatively, the Council may charge the CIO with the establishment of an additional, ad hoc IT working group.
- Current Subcommittees: Faculty Senate IT Committee, LMS User Group

Administrative Technology Committee (ATC)

A. Charge: The Administrative Technology Committee makes recommendations and decisions for submission to and review by ITC that are primarily administrative in nature; impacting University-wide administrative technology policies, standards and priorities.

B. Areas of Responsibility

- Enterprise Resource Planning (ERP) System
- IT services review and evaluation
- Evaluate, review, and recommend administrative software solutions

C. Members

1. Chair: IT representative
2. 2 IT representatives
3. 4 rotating members from administrative areas of campus

D. Meeting Procedures:

- Meeting frequency: The ATC will meet quarterly based upon member availability.
- Time Commitment: In addition to the scheduled meetings, members can expect to spend time between meetings reviewing related material and handling more routine matters via electronic methods utilized for decision making.
- Meeting Structure. The Committee Chair will collect agenda items.
- Reporting: The Committee Chair will report on decisions and maintain electronic communication mediums for distributing University-wide information on the Committee in a method that aligns with ECU and IT

values of transparency, accountability, stewardship, collaboration, and agility.

- Documentation of Proceedings: All meetings will have record of discussions, decisions, and action items that are published in a timely manner.
- Decision-Making: The Committee will offer input on items, and decisions will be made by a vote of members present at the meeting. A majority vote is necessary to affirm the item in question. The Chair has the final voting decision when necessary in the event of a tie vote.
- Research and Supplemental Input Mechanisms: The Committee may establish, at its discretion, additional ad hoc committees, task forces, or other working groups as needed. Alternatively, the Council may charge the CIO with the establishment of an additional, ad hoc IT working group.
- Current Subcommittees: Banner User Groups

Security Committee (SC)

A. Charge: The Security Committee will make recommendations and decisions for submission to and review by ITC concerning University cybersecurity policies, standards, priorities, and data governance.

B. Areas of Responsibility

- IT policy
- IT compliance
- Data Governance
- IT security initiatives and strategy

C. Members

1. 2 IT representatives
2. 2 University Counsel representatives
3. Internal Audit representative

D. Meeting Procedures

- Meeting Frequency: The Committee will meet quarterly based upon member availability.
- Time Commitment: In addition to the scheduled meetings, members can expect to spend time between meetings reviewing related material and handling more routine matters via electronic methods utilized for decision-making.
- Meeting Structure: The Committee Chair will collect agenda items.
- Reporting: The Committee Chair will report on decisions and maintain electronic communication mediums for distributing University-wide information on the Committee in a method that aligns with ECU and IT values of transparency, accountability, stewardship, collaboration, and agility.

- Documentation of Proceedings: All meetings will have record of discussions, decisions, and action items that are published in a timely manner.
- Decision Making: The Committee will offer input on items that are raised to a decision point. Without Committee consensus, decisions will be made by a simple majority vote.
- Research and Supplemental Input Mechanisms: The Committee may establish, at its discretion, additional ad hoc committees, task forces, or other working groups as needed.

Definitions

- **Information Security:** Protection of information by recognizing, removing, and defending against any malicious effects on the University's information.
- **Information Security Controls:** Safeguards or countermeasures to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets.
- **Information Security Plan:** Formal, detailed plan enumerating the steps required to achieve University goals with regard to Information Security.
- **Information Systems:** A combination of hardware, software, infrastructure and trained personnel organized to facilitate planning, control, coordination, and decision making in an organization.
- **Laws, Regulations, and Policies:** Federal or state laws, administrative regulations, and University policies, regulations, or procedures.
- **University:** Eastern Kentucky University
- **University Community:** Students, faculty and staff, as well as anyone doing business for or with the University.

Responsibilities

- Chief Information Officer (CIO)
 - Ensure that institutional policies are developed and enforced in accordance with this policy.
 - Responsible for the University's security program and for ensuring that all institutional policies, procedures, and standards are developed, implemented, maintained, and monitored for compliance.
- Information Technology (IT)
 - Develop, publish, and maintain Information Security policies and procedures for protection of University information, Information Systems and supporting infrastructure.
- University

- Eastern Kentucky University will provide secure, reliable, and accessible systems for students, faculty, and staff.

Violations of the Policy

Violations of this policy and the procedures can result in disciplinary action up to and including separation from the University and/or exclusion from University programs, facilities and privileges. Violations of law may result in fines and imprisonment.

Regulation Adoption Review and Approval

Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
February 1, 2022	President	Approved