

## COMMUNITY COLLEGE OF DENVER

Title: Information Technology Planning and Priority Committee

Guideline #: IT – 6

Approved: November 3, 2014  
July 13, 2015  
August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

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### 1. PURPOSE

The Technology Planning and Priority Committee (Committee) will govern the usage of technology at the Community College of Denver (College or CCD). This will apply to creating new guidelines for Information Technology (IT) usage throughout the College. The overall goal of the Committee is to improve the effectiveness of IT execution and usage while ensuring that resources spent on IT solutions are used effectively.

### 2. PRIMARY RESPONSIBILITIES

The Committee's primary responsibilities will be to:

- a. Review guidelines and standards created by IT that need Executive Staff approval.
- b. Review project proposals that rely heavily on IT resources.

- c. Monitor IT projects during execution.
- d. Evaluate and monitor results of IT projects upon completion.
- e. Make recommendations on the direction of technology at CCD.

3. MEMBERSHIP

The Committee will be comprised of seven (7) members representing a cross section of individuals from all areas of the College. Members do not need to be technically oriented as IT will provide technical expertise when necessary. However, members should have a good understanding of the strategic (“big picture”) needs of the College and the area(s) they represent. It is essential that members collaborate with the group they represent either formally or informally to ensure that decisions made by the Committee truly represent the needs of their constituency.

The Committee membership shall be appointed by the appropriate Executive Staff member and the number of members shall be comprised of the following:

<u>Area</u>	<u>Number of Members</u>	<u>Voting Member</u>
Instruction .....	3 .....	Yes
Student Services .....	2 .....	Yes
Administrative Services .....	1 .....	Yes
Information Technology Director .....	1 .....	Yes

The Director of IT shall serve as chairperson of the Committee and shall have the discretion to invite other selected IT staff members to Committee meetings.

4. MEMBERSHIP TERM

All original Committee members will serve a minimum term of twelve (12) to eighteen (18) months. Thereafter, terms will be staggered so that the Committee membership will have a constant mix of new and existing members.

The terms for the original Committee membership will be as follows:

<u>Member</u>	<u>Initial Term (In Months)</u>
Instruction #1 .....	12
Instruction #2 .....	15
Instruction #3 .....	18
Student Services #1 .....	12
Student Services #2 .....	18
Administrative Services #1 .....	15
Information Technology Director .....	Continuous

5. TIME COMMITMENT

Committee members must be able to commit to 2 – 3 meetings of 1 – 1.5 hours in duration for the first month. Thereafter, meetings will be held monthly and will last approximately 1 hour. Meeting times will be reevaluated after the initial six (6) month period.

6. ROLE OF IT

IT will organize the Committee, schedule meetings, set the agenda, write guideline drafts, make recommendation for action, serve as a technical resource for the Committee, and research technologies to support discussion.

## 7. COMMITTEE GOALS

- a. Finalize logistics and charter.
- b. Create plan to disseminate information.
- c. Define standard IT project proposal process.
- d. Review ongoing projects.
- e. Develop metrics to monitor effectiveness.
- f. Review IT guidelines, forms, etc.
- g. Understand how IT connects and supports the College's mission.