

## **UW-Madison CMS Council Charter – June 2018 Purpose**

The UW-Madison CMS Council represents a self-organized federation of select content management system (CMS) users. Initially, this is likely to be comprised of Drupal and WordPress users, but will likely expand to other interested users in the future. The CMS Council is authorized by its members to provide leadership and advocacy on the strategic direction of centrally hosted CMS services and other components of these content management systems at UW-Madison.

Purposes of the CMS Council include:

- Foster a federated community of CMS users, administrators, and developers at UW-Madison. Initial focus will be on WordPress with a planned expansion to Drupal.
- Partner with institutional resource providers to negotiate and make recommendations for the use of campus resources to support campus CMS at UW-Madison.
- Provide steering and guidance for the UW-Madison CMS Service to prioritize and meet the needs of the UW-Madison community.
- Promote the effective sharing of CMS resources such as modules, themes, and plugins within the UW-Madison community and globally in the various CMS communities.
- Create, share and encourage best practices in the use of campus Drupal and WordPress. Evaluate metrics and benchmarks we can consistently gather across the CMS community to measure those best practices.
- Continue to evaluate technology for the best CMS strategy and experience at UW-Madison. Current focus is on Drupal and WordPress but this may change with the technology landscape.

## **Membership**

Council members represent active campus Drupal and WordPress users, administrators, operators, and developers. The Council will have 8-12 voting members and non-voting members as determined by the voting members. Proposed makeup of voting members is as follows:

- Two representatives from the DoIT WiscWeb team;
- One DoIT Integrated Applications representative to represent central development;
- Three WiscWeb site owners, consumers of the WiscWeb service, self-identified and volunteer to serve;
- Two application service providers from distributed IT who utilize the core CMS infrastructure and maintain their own CMS content development and workflows as selected by DTAG;
- Two to three campus CMS experts from distributed IT which may or may not use the campus CMS service at all as selected by DTAG;
- One UW Marketing representative to represent overall standards;
  - Either the UW Marketing representative or a campus CMS expert should help articulate best practices for forms and templates in relation to a central theme.

All members will serve renewable two-year terms. Council membership is reviewed on an annual basis and should include major interested programs, schools and colleges. Council members are expected to attend meetings regularly and submit items for consideration.

One of the voting members will act as Chair. The voting members will elect a Chair annually. The Chair or a designee is responsible for publishing the meeting agenda and meeting minutes.

The voting members will elect three members to the UW-Madison CMS Steering Committee annually. Ex-officio members are non-voting members who are invited by the voting members to participate in the Council. Anyone working in the campus community can submit related topics or proposals to the Council for consideration and share resources at the Council web site.

### **Decision Making**

Decisions on strategic direction are made by the voting members of the Council by a majority vote of those present at a meeting. A quorum of at least half of the voting members is needed for any decision at a meeting. Online votes require a majority vote of all voting members. All meetings are open and public.

Changes to the charter are a transparent process involving two consecutive meetings -- first meeting will propose and layout the changes, second meeting will vote on changes. Charter changes must be on the agenda for both meetings. Changes to the voting membership as defined by the charter should also follow this process.

This group will meet five to six times per year, depending on need.

### **Relationships with Existing UW Campus Committees**

#### **Divisional Technology Advisory Group (DTAG)**

The Divisional Technology Advisory Group (DTAG) is comprised of both business and technology leaders from schools, colleges, divisions, auxiliaries, and administrative units from around campus. These members are leaders in their campus units and are instrumental in both crafting and implementing new strategies.

The CMS Council is a subcommittee of DTAG. DTAG helps define long-term strategy for the development and adoption of centrally hosted CMS services. DTAG provides representation of key stakeholder interests, including the interests of faculty, staff, and students. The CMS Council will provide regular status updates and present key decision points to DTAG as needed. Funding will follow normal governance and DoIT budgeting channels.

#### **Executive Sponsorship:**

The co-sponsors DTAG, and the DoIT EIS Director, will collaborate on current state of the service, its budget, and other CMS issues. Unresolved issues will be escalated to the CIO. DTAG Exec will be the point of contact on behalf of DTAG.