

Divisional Technology Advisory Group for the University of Wisconsin - Madison Charter

October 2016

Purpose of this Charter Document

This charter defines the shared direction, guiding principles, membership, and roles and responsibilities for the Divisional Technology Advisory Group (DTAG) and its subcommittees. This charter will be reviewed after the first six months and updated annually thereafter by DTAG with approval of its executive sponsor.

Authorization to Operate

The following individual has authorized DTAG.

Title	Role
Campus CIO	Executive Sponsor

Mission

The Divisional Technology Advisory Group (DTAG) exists to provide the following to other IT governance groups (e.g. the Teaching & Learning Technology Advisory Group [TL-TAG], the Research Technology Advisory Group [RTAG], the Information Technology Committee [ITC], the IT Steering Committee [ITSC]), the Administrative Council [AC], the Deans Council, the University Committee, and executive leaders of campus:

- Strong representation of and advocacy for the information and technology needs of colleges, schools, auxiliaries, and administrative units at UW-Madison;
- Active leadership, guidance, and decision support related to the alignment of priorities and investments with the core missions of teaching, learning, research, and service at UW-Madison;
- Analysis, evaluation, and endorsement of proposed IT policies, resolutions, initiatives, operations, and projects which strive to advance the missions of UW-Madison;
- Recommendations concerning the information and technology needs and priorities of colleges, schools, divisions, and administrative units;

- Evaluation of success of projects and services based on metrics.

Guiding Principles and Values

The Divisional Technology Advisory Group (DTAG) is guided by the following values, principles, and philosophies:

- Inclusivity: DTAG membership strives to be representative of campus and welcoming to all guests at meetings;
- Transparency: DTAG is committed to working collaboratively with stakeholders and users at all levels of the institution and will do so in the spirit of academic freedom, openness, and seeking the truth through open meetings and making documents available to the campus community;
- Clarity and consistency: DTAG strives for the use of common language, models, and processes;
- Financial Stewardship: DTAG is committed to fostering innovation and taking advantage of emerging technologies while balancing total cost of ownership and the likelihood of success;
- Engagement: DTAG is committed to involving and engaging stakeholders and users who have subject matter expertise in planning, development, and implementation, such as IT architects, IT security, legal services, records management, internal audit, risk management, accessibility advocates, and procurement;
- Education: DTAG will focus significant effort on informing our campus community about generally accepted practices, ways to reduce risk, their roles and responsibilities in their use of IT, and how to obtain needed services; □
- Professional Development: DTAG is committed to training and development as a priority in order to maintain and enhance skills and capabilities across our IT community.

About 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:

- Members of DTAG are engaged in campus-wide initiatives involving technology;
- Through their understanding of the budget and need for administrative efficiencies, DTAG members are aware of the benefits of partnership and collaboration and will use these techniques when considering issues;
- Leaders of schools, colleges, divisions, or units look to DTAG members for advice on direction and resource prioritization. By virtue of the breadth of their engagement on campus-wide issues, DTAG members work to optimize their resources to meet the needs of their area and will share this knowledge more broadly;

- Although effective on their own, DTAG members recognize that the collective whole is greater than the sum of its parts;

Roles

The Divisional Technology Advisory Group (DTAG) has a campus-wide leadership role that is broad in scope and parallels the responsibilities of divisional administrative and technology leaders. More explicitly, DTAG will engage with existing governance groups and IT leadership and may do so in any one or a combination of the following roles on particular agenda items, projects, or other activities:□

- Leadership role: DTAG provides leadership within the broad scope of responsibilities and functions of member divisional administrative and technology roles;
- Advisory/expert role: DTAG evaluates proposed IT policies, resolutions, initiatives and projects concerning the technology needs and priorities of the institution. It creates a comprehensive plan for projects;
- Recommendation role: DTAG makes recommendations concerning campus technology needs and priorities and metrics for success to other campus governance and advisory groups;
- Recommends relative prioritization among projects;
- Catalyst role: DTAG proactively proposes and advocate for advancements in/maturation of the campus IT landscape;
- Collaborative/support role: Designs and oversee IT change initiatives;
- Implementation oversight role: evaluates success, metrics and outcomes of a decision.

Operations

DTAG will hold monthly meetings. A quorum will exist when half the voting members of the committee are present. Public notice will be given for all meetings.

Any member of DTAG is encouraged to bring proposals or issues to either the executive board or to the general body

Policy and strategy issues related to the teaching, learning, research, and service missions of the institution will be forwarded with feedback and recommendation to ITC.

Operational and administrative support will be provided by the Office of the CIO including proper documentation of the work of the committee.

Executive Board

The Divisional Technology Advisory Group (DTAG) will have an Executive Board (Board) which will serve to organize DTAG’s work, and will be responsive to DTAG’s request queue. The Executive Board will carry on the day-to-day work necessary to the work of DTAG.

See Executive Board Procedures document for more details.

Subcommittees

DTAG will make use of subcommittees which include Subject Matter Experts (SMEs) to analyze problems, evaluate projects, recommend solutions, and sometimes implement initiatives. Subcommittee membership will be by appointment from DTAG.

Subcommittees are intended to leverage and engage the larger IT community and may be composed of non-DTAG members.

Subcommittees will primarily report directly to the DTAG Executive Board, and the Executive Board will assess progress, provide feedback, and present subcommittee output to DTAG for their consideration. Some subcommittees will be standing, some will be *ad hoc* or short term as needed.

IT Steering Committee

DTAG, when appointing its four members to the IT Steering Committee, will specify no fewer than two technology CIOs/Director members, and, no fewer than two business members. Between the representatives, there should be a minimum representation of one large entity and one smaller entity. Appointed members should be from different units.

On its formation, DTAG will forward a pool of candidates. Subsequently, the DTAG Executive Board will put together initial slates, the DTAG voting membership will have the opportunity to add additional nominees, and DTAG voting members will elect our representatives. The DTAG Executive Committee will oversee the process.

Membership

The Divisional Technology Advisory Group (DTAG) is intended to provide divisions the opportunity to be engaged in campus-wide information and technology planning and decisions. There will be both voting and nonvoting members. Voting members will be determined by appointment of the dean or director of the campus areas identified in the grid below.

See separate document		

(DRAFT)

Regular participants in general meetings who have not received an appointment from a dean or divisional director are considered non-voting members. Non-voting members may participate in discussion. To become a voting member the participant will be required to be appointed by a dean or divisional director.

The executive sponsor shall solicit appointments from deans and directors.

In general, the expectation for individuals fulfilling the role of a DTAG member include:

- Being in a business or technology leadership role that is charged with keeping an eye both on their area and on the big picture;
- Carrying an active responsibility for enabling the use of technology in teaching, learning, research, and service;
- Carrying an active responsibility for administrative functions in schools, colleges, divisions, or other functional units.