Enterprise Applications and Data Committee Charter

Charge

As part of UC Berkeley’s IT Governance structure, the Enterprise Applications and Data Committee (EADC) is charged with overseeing UC Berkeley’s investment in and ensuring the effectiveness of enterprise applications and institutional data management planning.

The EADC responsibilities include but are not limited to:

- Assessing the campus enterprise application and institutional data needs for key cohorts, i.e., faculty, researchers, students and staff.
- Reviewing key developments in information technology for potential impacts to, and adoption by, UC Berkeley.
- Assuring that potential enterprise and institutional data systems projects are evaluated against the impact on the University’s mission and strategic goals and objectives.
- Insuring that campus stakeholder needs are included in the processes of evaluating potential new administrative systems and institutional data repositories, setting priorities and making recommendations about investment.
- Directing the development of cost/benefit analyses and project plans and budgets as needed to facilitate evaluation and decision-making through the IT governance model.
- Creating a shared understanding between functional owners and IT service providers regarding the onetime (project) and ongoing (system lifecycle) resource implications for University resources of new enterprise systems investment.
- Evaluating impacts of proposed enterprise and institutional data systems retirements.
- Assessing needs and recommending support for the development of key systems interface development.
- [potential] Providing high-level oversight of enterprise and data systems projects.

Decision Domains

- The scope of EADC review and recommendation is enterprise application systems and institutional data management.
- The EADC brings policy issues and requests for funding to the IT Strategy Committee (ITSC) for review and recommendation to the IT Executive Committee (ITEC).
Areas of Focus
The EADC is charged with campus governance in the following areas:

- All enterprise applications.
- All institutional data management needs (except risk and security issues).
- All institutional-level API/interface needs.

Membership
EADC membership is designed to be representative of campus functional administrative leadership and key campus stakeholder groups.

Please visit technology.berkeley.edu/EADC for the list of current committee members.

Procedures

- **Meeting frequency** – Twice per semester. The Committee will determine modifications to the meeting schedule as needed based on current activities.
- **Time Commitment** – In addition to the scheduled meetings, members can expect to spend 2-3 hours between meetings reviewing related material.
- **Meeting structure** – The chair or a designee will collect agenda items and circulate agendas in advance of each meeting to ensure informed discussion of scheduled topics.
- **Reporting** – The Chair will report on decisions.
- **Documentation of proceedings** – All meetings will have notes of discussions, recommendations, and action items.
- **Voting** – Quorum is 70% of voting members; one vote per person.
- **Sub-Committees/Working Groups** – Additional ad hoc sub-committees or working groups may be established to work on specific projects or topics as needed.
- **Committee Support** – The Office of the CIO will provide administrative support as needed by the co-chairs.

With these guidelines as a basis, the EADC will determine its need for other operational procedures.