Information Technology Executive Committee

**Charge**

The Information Technology Executive Committee (ITEC) supports Berkeley’s teaching, research, and service missions through sponsorship of the campus IT governance structure. ITEC serves as the final authority for approving strategies, plans, policies, and investments regarding the use of information technology at UC Berkeley. The Committee is charged with:

- Ensuring that major investments in information technology are aligned with campus strategic plans and goals.
- Reviewing the breadth and scope of UC Berkeley’s information technology (IT) portfolio to make decisions about reallocations and/or investments in new capabilities in support of the University’s core missions.
- Approving strategic plans, policies, and funding priorities for information technology at the University.

ITEC receives recommendations and input from the IT Strategy Committee.

In addition, input received by the CIO from the following advisory bodies may also be brought to the attention of ITEC when needed as part of decision-making processes:

- Faculty
- IT Leadership Group (IT leaders with direct reporting relationship to CIO)
- IT Community Council (leaders of distributed IT organizations)
- Student Technology Council

**Decision Domains**

- The scope of ITEC decision-making is campus-wide.
- Approval of campus-wide IT policies.
- Approval of funding for new IT services, projects or initiatives.
- Approval of replacement or retirement of major IT services and functions.

**Areas of Focus**

The Committee is charged with oversight of and decision-making for the following information areas:

- All IT services for the University
- All University data
- All University IT assets
**Membership**
Committee membership is designed to be representative of the most senior campus executive leadership.

**Voting Members:**
- Claude Steele, Executive Vice Chancellor and Provost, Co-Chair
- John Wilton, Vice Chancellor, Administration and Finance, Co-Chair
- Andrew Szeri, Vice Provost, Strategic Academic and Facilities Planning
- Larry Conrad, Associate Vice Chancellor-IT and Chief Information Officer

**Procedures**

- **Meeting frequency** – Three times per Academic Year. 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 and handling more routine matters via email.
- **Meeting structure** – The Office of the CIO will collect agenda items, confirm agenda items with the Co-Chairs, and circulate agendas in advance of each meeting to ensure informed discussion of scheduled topics.
- **Reporting** – The Office of the CIO will report on decisions.
- **Documentation of proceedings** – All meetings will have notes of discussions, decisions, and action items.
- **Voting** – Quorum is 75% 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.

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