IT Executive Committee (ITEC)
April 20, 2011

ITEC Membership (to include representation at a high level from each academic and administrative unit)

- Provost, ex officio
- SVP of Finance and Administration, ex officio
- Director of Information Security
- VP of Advancement or designate
- Dean of Wake Forest College or Dean’s designate
- Dean of Schools of Business or Dean’s designate
- Dean of Library or Dean’s designate
- CIO/Associate Provost of Information Technology (non-voting)
- Financial and Administrative Systems (non-voting; designated by SVP Finance and Administration)
- Faculty representative from the CIT (non-voting; three year term appointment)
- Partners’ Council Chair (non-voting)
- Chair (from among these members) to be appointed annually by the Provost and the SVP for Finance and Administration

ITEC Duties and Responsibilities

1. To serve as the executive body for all things information technology and information systems related, both academic and administrative and to assure that the technology infrastructure meets all University mission–critical needs, is reliable, secure, cost-effective, and positioned to permit long-term flexibility as the technology environment and user needs change.

2. To receive reports, recommendations, and plans from other specialty committees, work groups, and/or consultants and make recommendations to the Provost and the Senior Vice President for Finance and Administration regarding those reports and the most practical and affordable technology solutions that will meet University needs.

3. To receive regular reports from the Director of Information Security and develop and recommend security policies (related to information technology and related data security) and actions to the Provost and the Senior Vice President for Finance and Administration.

4. To review recommendations and reports from the other IT committees and groups and to recommend to the Provost and the Senior Vice President for Finance and Administration allocations of IT resources and initiatives that best support overall University strategic priorities.

5. To help the Wake Forest Information Services Department set priorities, as needed, and to serve as the decision-making body when requests for IT services conflict.

6. To monitor the status of all approved strategic initiatives, especially those with critical deadlines; and assist in removing obstacles to timely completion of critical initiatives as appropriate.

7. To establish policies (and revise as necessary) that will serve as an appropriate framework for executive decisions on long-term IT strategy to include life-cycle cost
analysis (including all direct and indirect operating and capital costs); roles, responsibilities, and delegated authorities; security; access; etc.

8. To oversee the governance of information technology at Wake Forest and to ensure that committees fulfill their duties and responsibilities.

9. To develop and revise, as necessary, a vision, philosophy, principles, and strategic goals for IT at Wake Forest.