

CHARTER
INFORMATION TECHNOLOGY GOVERNANCE
ENTERPRISE APPLICATIONS COORDINATING COMMITTEE
January 2016

MISSION

All information technology governance committees are part of the University's IT governance structure, providing recommendations to the CIO and the Information Technology Executive Steering Committee (ITESC) regarding strategies, priorities, policies and standards for campus IT. The ITESC oversees the activities of the information technology governance committees and ensures that timely decisions are made and feedback provided regarding issues and recommendations brought to its attention.

The Enterprise Applications Coordinating Committee (EACC) will be responsible for coordination across campus activities related to:

- ConnectCarolina Student Administration, Human Resources, Finance
- Other University-wide applications, such as UNC-ALL, FRED, ImageNow, Web Travel, and SPOTS
- InfoPorte and all University-wide reporting

DECISION DOMAINS

Committee members will raise and/or respond to IT-related issues and participate in discussions to formulate recommendations to the ITESC with a holistic perspective of the University's needs rather than representing the interests or needs of a particular school, department, or unit. The EACC is primarily focused on evaluating needs to integrate with, replace, and modify current enterprise systems such as ConnectCarolina. In addition, the committee is charged with evaluating exception requests where units would like to use a different system with similar functionality to a core enterprise system. The Enterprise Applications Coordinating Committee will be responsible for coordination of enterprise application development activities including:

- Evaluation, prioritization and recommendation of significant changes and or additions to enterprise systems
- Provide campus guidance on policy for new systems with similar capability to enterprise systems
- Formalizing processes around decisions on application purchasing, creation, & maintenance
- Communication of committee decisions

AREAS OF FOCUS

- **Strategic Alignment**
Ensuring alignment of the University's enterprise application strategies with the University's academic mission, needs and objectives
- **Value Delivery**
Ensuring that enterprise applications deliver benefit and provide value to the University's overall business functions
- **Resource Management**
Ensuring optimal investment in and proper management of software development resources including applications and support staff
- **Risk Management**
Ensuring that systems comply with appropriate standards and regulations, e.g., FERPA and security policies
- **Advocacy**
Advocate for decisions and directions that positively impact the University environment. This includes advocacy for initiatives from the University to ITESC and presenting IT initiatives to the University.
- **Reporting**
Ensuring that reporting functions address campus-wide needs and are integrated across campus activities. This includes connections with specific data systems in units.

MEMBERSHIP

The committee, including the chair, will be appointed by the Provost to rotating memberships. Committee membership will be reviewed every two years and adjusted as appropriate. Members of the initial committee, effective March 15, 2015, follow.

- Senior Associate Vice Chancellor for Finance & Administration (Chair)
- Assistant Provost for Institutional Research & Assessment
- Associate Vice Chancellor for Human Resources
- Assistant Provost & University Registrar
- Vice Provost Enrollment & Undergrad Admissions
- Assistant Vice Chancellor for Enterprise Applications
- Informational Technology Executive Council Representative
- Faculty Information Technology Advisory Council Chair
- Institutional Data Coordinating Committee Chair
- Student Administration Council Chair
- Carolina Human Resource Council Chair
- Carolina Finance Council Chair

SUPPORTING COMMITTEES

Four committees provide an advisory role to the EACC. They are:

- Student Administration Council
- Carolina Human Resources Council
- Carolina Finance Council

Each of these committees have the responsibility to prioritize all additions, deletions or modification to any of the systems overseen by the Council. At any time, they can be called upon to provide information to the EACC about the current workload and priorities of those supporting the enterprise systems.

PROCEDURES

- Committee activities – Support for the activities of the committee will be provided by a person designated by the chair. The ITS representative will assist as necessary and requested by the chair.
- Meeting structure – The chair or a designee will collect agenda items and circulate agendas in advance of each meeting to ensure informed discussions of scheduled topics.
- Meeting frequency – At least monthly. The committee will determine modifications to the schedule based on needs related to current activities.
- Reporting – The chair will raise issues and recommendations to the IT Executive Steering Committee as necessary.
- Documentation of proceedings – All meetings shall have notes of discussions, recommendations and action items. Minutes should be distributed to all deans of colleges and schools.
- Meeting attendance – All meetings except those concerned with personnel will be conducted according to the open meetings regulations.