

**ADMINISTRATIVE PROCEDURES**

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| **50.08 Information Technology Advisory Council** | **Revised: December 18, 2018** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy 29.01, *Information Resources* and Texas A&M Forest (TFS) Agency Rule 29.01.99.F1, *Information Resources*.

2. PURPOSE

The purpose of the Information Technology Advisory Council (ITAC) is to (1) prioritize web project requests for application development and implementation by the Information Resources (IR) Department and the Communications Office; (2) advise and recommend alternative solutions to maximize the impact of the agency’s web presence; (3) monitor and provide feedback on all information technology projects; (4) create an environment where consensus, transparency and collaboration related to IT projects are possible among all divisions within Texas A&M Forest Service (TFS); and (5) serve as part of the agency’s information resources governance structure.

3. MEMBERSHIP

3.1 Members representing agency users will be appointed by the Associate Director for Finance and Administration based upon recommendations by the Associate Director for Forest Resource Development and Sustainable Forestry (FRD) and the Associate Director for Forest Resource Protection (FRP). These members will be department heads or program leader level staff.

3.2 The IR Department Head and Communications Manager will be ex officio members of ITAC.

3.3 Members will elect an FRD or FRP member to serve as chair of ITAC. The chair will schedule and facilitate the meetings. The chair will also communicate the ITAC decisions in writing to ITAC members, with a copy to the Executive Team.

4. COUNCIL RESPONSIBILITIES

The ITAC will:

4.1 Periodically meet to review web project requests and prioritize them based upon agency needs, impact and other appropriate criteria.

4.2 Provide advice and counsel to the IR Department Head and the Communications Manager on solutions to agency web needs.

4.3 Periodically meet to review and provide recommendations on all other proposed information technology projects with substantial impact to agency stakeholders, capital investments, strategic plan changes, and security changes.

4.4 Periodically review status of current projects to remain informed and provide feedback.

4.5 Communicate with subordinates and other agency staff to raise the awareness level of all information technology projects.

5. IR DEPARTMENT HEAD RESPONSIBILITIES

The IR Department Head will:

5.1 Provide meeting coordination, agendas and staff support to facilitate ITAC activities and record meeting minutes.

5.2 Provide or facilitate project presentations to ITAC, including timelines and resource analysis for new requests and project status updates for active projects.

5.3 Provide updates and report on System level governance proceedings and projects that may affect agency stakeholders.

6. MEETINGS

Meetings will be held once per quarter at the agency’s headquarters in College Station.

7. REPORTING

 The ITAC reports to the Executive Team.

CONTACT: IR Department Head, 979-458-6607