

<b>Information Technology Data Council Procedure</b>	Procedure Number	8.2P
	Effective Date	February 26, 2016

## 1.0 PURPOSE

In accordance with *Information Technology Data Council Policy 8.2*, this procedure is the mechanism the College uses to plan, promote, distribute, and maintain information technology services, data resources, and data standards according to stakeholder needs.

The primary functions of the Information Technology and Data Council (ITDC) are to promote, support, and maintain quality information technology services and data resources and standards that support student success and operational effectiveness consistent with the institution's overall mission. Integrated information technology and data governance ensures that the data the College relies on is accurate, secure, and easily accessible, enabling the College to make informed decisions and comply with regulations. Additionally, the Council collaboratively collects stakeholder needs through various processes to advance continuous improvement. The Council does not oversee Integrated Technology Services or Performance and Planning operations or regular management functions.

## 2.0 REVISION HISTORY

Adopted on: 2/26/16

Revised on: 2/22/2022, 9/26/2023, 12/01/2025

## 3.0 PERSONS AFFECTED

The Board of Trustees, employees, students, and all other individuals and entities affiliated with Laramie County Community College are affected by this procedure.

## 4.0 DEFINITIONS

*Computer Systems* – all equipment, devices, software, and networks owned, managed, or maintained by the College. These include, but are not limited to learning management systems, portals, and network.

*Data* – stored collection of information that may include symbols, words, sounds or images.

*Data Governance* – broad-based decision-making process that ensures effective and efficient use of data; standards and practices that ensure the integrity, availability, usability, security, and accountability of data across the institution.

*Data integrity* – ensure the reliability and trustworthiness of data throughout its lifecycle.

*Information Technology (IT) Governance* – broad-based decision-making process that ensures the effective and efficient use of information technology; helps LCCC achieve its goals by applying IT resources in optimal ways; and works best when it includes a broad base of stakeholder input.

*Integrated Technology Services* – provides technically current, responsive, and reliable IT resources to support students, faculty, and staff. This includes maintaining modern and varied technology with high availability and reliability

## **5.0 PROCEDURES**

### **A. Membership**

The ITDC serves as the technology and data oversight body for the College. Membership of the ITDC requires a commitment to actively participate in the discourse surrounding the deployment of technology and data resources at the College. Members are expected to represent the voice of their primary constituency group but also bring objectivity to the work of the Council when acting in the best interest of the College.

The ITDC is comprised of two permanent co-Chairs: the Chief Information Officer (CIO) and the Vice President of Performance and Planning (VPPP). Additional permanent members are established by this procedure to include several key roles at the College engaged in the deployment, use, and management of technology and or data resources. The Council will, when necessary, create committees in support of the Council's work. When a committee is created, a permanent member or their designee will serve as a committee chair as appropriate.

Voting Members of the ITDC include:

- a) Chief Information Officer, co-Chair
- b) Vice President, Performance & Planning, co-Chair
- c) Network Security Engineer
- d) Director, Center for Excellence in Teaching
- e) Director, Enrollment Services
- f) HR Representative
- g) Marketing Representative
- h) Chief Experience Officer Representative
- i) Director, Institutional Research
- j) Director, Senior Infrastructure Architect
- k) Registrar

Members who cannot attend a regularly scheduled meeting will send a proxy in their place from the constituency group they represent. Members will send notification to one of the ITDC co-chairs at least one working day prior to the meeting.

### **B. Functions and Responsibilities:**

The ITDC serves as the technology and data oversight body for the College. Within this scope, the Council is responsible for the following:

- 1) Provide technology oversight in collaboration with the CIO by:
  - a. Creating and maintaining the Integrated Technology Services Strategic Plan, which is aligned to meet the goals of the Laramie County Community College Strategic

Plan.

- b. Reviewing technology utilized by the college to ensure integration and effective use.
- c. Reviewing data and technology security processes to ensure data and infrastructure are not compromised or at risk.
- d. Establishing expectations and standards for appropriate technology use across campus including promoting adherence to these expectations and standards.

2) Provide data governance oversight in collaboration with the VPPP by:

- a. Identifying roles and responsibilities for data stewardship and management.
- b. Promoting compliance with legal, regulatory, and institutional requirements.
- c. Ensuring the accuracy and consistency of institutional data for decision-making and reporting.
- d. Standardizing data entry requirements and regularly reviewing data sharing and movement to ensure accurate data reporting and connection between technologies.
- e. Propose recommendations for process improvement to ensure data integrity throughout areas of the college.

3) Collaborate with a broad range of stakeholders across the institution to review, evaluate, and prioritize all technology-related purchases, projects, and initiatives to ensure alignment with institutional goals and strategic priorities.

#### C. Functions of the Co-Chairs

- a. Conduct meetings quarterly, or as need dictates
- b. Coordinate the activities of the ITDC and various committees and communicate regularly with the council to ensure timelines are met.
- c. Communicate on behalf of the Council with the President's Cabinet and the College at large when necessary.