University of South Carolina

Division of Information Technology

Student Systems Council

CHARTER

January 11, 2022

Purpose

This Charter establishes the Division of Information Technology (DoIT) Student Systems Council (SSC) and defines its mission, scope and authority, membership, and administration. All proposed changes to this document, with supporting rationale, are to be submitted in writing to the Student Systems Council.

Mission

In response to a dispersed eight-campus university system and the need to establish a process that ensures technical and functional feasibility of proposed IT investments, DoIT has established the SSC. The SSC shall perform the following functions:

§ Determine the technical and the functional feasibility of individual IT investments and mitigate technical risks to the overall Student Systems Portfolio.
§ Research, evaluate, and prioritize new IT investments to advance the university system goals and mission.
§ Ensure that all IT investments comply with University Policy primarily related to Data and Security also including established IT standards for industry Enterprise Architecture (EA).
§ Review and determine necessary waivers and sponsoring approval requests from the DoIT CIO, prior to project funding and/or approval to proceed.

Scope and Responsibilities

The SSC is an enterprise-wide committee responsible for reviewing the functional and technical soundness of IT investments and providing technological recommendations for the betterment of Enterprise and Departmental IT systems throughout the University of South Carolina eight campus system. Although the SSC operates under the authority of the DoIT, the SSC has independent authority to review any IT investment, technology or other matter relevant to its mission.

All investments within the scope of SSC will be subject to review irrespective of their funding source. Student Systems Council responsibilities set forth in this charter apply to the entire lifecycle of the investments under its review.

The SSC will address technology issues for the entire Student Systems Portfolio. Specifically, the Council shall be responsible for:

§ Recommending approval/disapproval of IT investments based on functional and technical merits.

- § Ensuring new investments do not duplicate or conflict with existing IT investments.
- § Evaluating, approving, and prioritizing proposed work items and other strategic initiatives (e.g., enhancements, upgrades, interfaces, workflows).
- § Stewarding data and policies associated with student system processes to include compliance.

Membership and Reporting Structure

Student Systems Council voting members are comprised of individuals in the offices and positions listed below. Membership proxies are allowed but should be empowered to vote for their respective functional area.

MEMBERSHIP

- § Chair (rotating), Vice President and Chief Information Officer
- § Office of Financial Aid, Director
- § Office of the Registrar, Registrar
- § Office of Admissions, Associate Vice President & Executive Director
- § Office of the Bursar, Bursar
- § Comprehensive Universities/Palmetto College Representative (Rotating)

In addition, subject matter experts (SMEs) and other advisory members, such as members of the Change Advisory Board (CAB), may be invited to attend Student Systems Council meetings as non-voting members with the concurrence of the Council Chair.

REPORTING STRUCTURE

The Student Systems Council shall report to the Executive IT Steering Committee.

Administration

This section provides guidance for administrative activities associated with the Student Systems Portfolio. It ensures consistency in operations across governance committees and councils.

MEETINGS

The SSC shall meet regularly at a time and place set by the Chair. In addition, the Council may be convened in an emergency session to address time-critical topics as deemed necessary by the Chair. It is currently expected that the Council shall meet monthly.

Council members are expected to attend all meetings. Attendance may be in person or any two-way, interactive communications means, such as conference call or video conference acceptable to the Chair. If necessary, a member may be represented by a designated alternate. A majority of voting members, one of whom is the Chair, must attend the meetings to establish a quorum.

Decisions shall be determined based on the vote of a majority (at least 51 percent) of the voting members in attendance. Each council member has one vote. In the event of a tie vote, the Chair shall cast a second vote to make the final decision. The Chair shall communicate significant minority positions of the Council to the Executive IT Steering Committee.

Items presented for SSC review shall be circulated electronically for members review far enough in advance of the meeting to allow members time to review the documents in a meaningful way. Disposition may be determined by virtual deliberation and voting of the members without convening a Student Systems Council meeting.

STUDENT SYSTEMS COUNCIL ADMINISTRATOR

The SSC Administrator, provided by the DoIT, shall perform all Student Systems Council administrative activities, including:

- § Documenting and tracking all agenda items submitted for SSC consideration.
- § Preparing the agenda, supplemental materials, and minutes for each Student Systems Council meeting.
- § Tracking action items from the Student Systems Council meetings.
- § Maintaining current and historical SSC logs, distribution lists, and other records.
- § Preparing routine and ad-hoc reports of SSC activities.

Portfolio

The Student Systems Portfolio consists of applications and systems that are utilized to execute student-related administrative activities. Applications are listed below:

- § Banner
- § Degree Works
- § Beyond the Classroom Matters
- § Banner Document Management System (BDMS)
- § fsaAtlas (ISSM)
- § TouchNet
- § PayMyTuition
- § ePrint
- § FormFusion