



CHARTER

Technology Architecture Committee

OVERVIEW AND PURPOSE

The Technology Architecture Committee (TAC) comprises IT and other leaders from across campus who are responsible for managing and architecting IT systems and services. The primary charge of the TAC is to ensure that technologies at FSU are aligned with our technical environment and technology strategy including alignment to IT operations and strategic planning. The Committee considers, reviews and recommends technology plans, projects, policies and procedures. Additionally, they will recommend and evaluate architectural principles and standards. This will involve facilitating collaboration among university IT leaders and other university faculty and staff with a focus on prioritization, funding, design and use of IT infrastructure, existing technologies and services. The TAC conducts formal reviews of the final designs for technology initiatives, evaluates the design against the architectural principles and standards, provides guidance for accepted designs, or provides alternatives for rejected proposed solution designs.

DECISION MAKING RESPONSIBILITIES

- Ensure that selection of technology aligns with standard criteria and data and security requirements
- Recommend scaling or expanding the use of existing IT solutions and services where appropriate and reduce duplication of IT services across the university
- Recommend development or adoption of new IT solutions and services where appropriate
- Make technical recommendations and set architectural standards
- Enable collaboration and decision-making that optimizes IT investments university-wide
- Champion development of the IT workforce (e.g., training recommendations)
- Recommend and encourage alignment with technology principles, standards and best practices
- Support the effective and secure use of data, including access, integration and management
- Promote technology use and adoption through rich User Experience and Accessibility practices
- Promote the consideration and use of emerging technologies and industry best practices
- Support risk management initiatives and objectives

RESPONSIBILITIES OF THE TAC

Focusing on university IT systems and services, the TAC will execute the decision-making responsibilities detailed above. The TAC will provide recommendations and reports of status regarding these responsibilities to the Associate Vice President of Information Technology Services / Chief Information Officer and executive level governing entities as directed / requested and will strive for transparency and collaboration as these responsibilities are fulfilled across the enterprise.

RESPONSIBILITIES OF THE TAC MEMBERS



As a team, the members of the Technology Architecture Committee should demonstrate:

- Active engagement in enterprise, business, information and technology architecture practices
- Diversity of disciplinary backgrounds
- Varied perspectives
- Professional courtesy
- Willingness to engage in spirited debates and transform the organization
- Knowledge of emerging technology

QUALIFICATION OF THE TAC MEMBERS

Below are the **ideal** qualifications for Technology Architecture Committee members:

- Possess strong background in Information Technology (IT)
- Considered a “go-to” technical person within the Department or Campus Unit
- Great communication and interpersonal skills

TAC MEMBERSHIP

TAC Chairperson

The TAC Chairperson will serve an annual term and is a voting member of the committee. For the first year, ITS leadership will serve as the chairperson. After the first year, the committee will elect the chairperson for a two-year term. Any voting member that is duly elected by the committee can serve as chairperson. To support balanced leadership representation, the Chairperson and Co-Chairperson will not be held by ITS employees, concurrently.

- **Year 1 Chairperson** - Director /Associate Director, Enterprise Applications

TAC Vice Chairperson

The TAC Vice Chairperson will serve an annual term and is a voting member of the committee. For the first year, a non-ITS leader will serve as the co-chairperson. After the first year, the committee will elect the co-chairperson for a two-year term. Any voting member that is duly elected by the committee can serve as co-chairperson. To support balanced leadership representation, the Chairperson and Vice Chairperson will not be held by ITS employees, concurrently.

- **Year 1 Vice Chairperson** - Director or Associate/Assistant Director from a non-ITS organization



Broad ITS participation is critical to the effectiveness of the TAC. Accordingly, representatives from several ITS sections will serve as voting members on the committee. The ITS voting members will be selected by the ITS section Senior Director/Director and approved by the CIO. ITS voting members will serve a two-year term.

- ITS Enterprise Applications Representative (2 Voting members)
- ITS Shared Infrastructure Representative (2 Voting members)
- Research Computing Center Representative (1 Voting member)
- Information Technology Administration Partnership Program (1 Voting member)
- Information Security and Privacy Office Representative (1 Voting member)
- Network Communication Technologies Representative (1 Voting member)

Voting Members – Campus Units

To achieve robust campus participation on this committee, the voting membership will be appointed by the Vice Presidents for the primary four divisions. These divisions include Academic Affairs, Finance & Administration (F&A), Student Affairs (DSA) and Office of Research. Each division VP will appoint at least one appointment with additional appointments based on 1 per 500 FTEs. Using this model, the campus unit representation is defined below. Voting members should serve for a term, such as two years.

- Academic Affairs (9 Voting members)
- Finance and Administration (2 Voting members)
- Student Affairs (1 Voting Member)
- Research (1 Voting Member)

TAC Advisory

The TAC will address a broad array of Information Technology topics. Considering the diversity of IT experience and disciplinary background among the TAC voting membership, each voting member is encouraged to seek advisory from peers to best prepare for upcoming meetings. When necessary and appropriate advisors should attend the TAC meeting.

MEETINGS

Meetings will be held monthly on a date preferred by most of the TAC members. The TAC Chairperson will be responsible for scheduling the meetings.

COMMUNICATIONS

Each meeting shall have an agenda prepared under the direction of the TAC Chairperson, who will ensure that TAC members responsible for agenda topics are given enough advance notice to prepare.

After each meeting, the TAC Chairperson will ensure that minutes are created that recap key discussions and detailed decisions, recommendations, and action items, including responsibilities and due dates. The TAC Chairperson shall ensure that all minutes Meeting minutes are be posted to the TAC Teams site. Once posted, meeting minutes availability will be announced via email allowing 1 week for review and proposed changes. If no changes are proposed, the minutes will become final and be posted to the TAC website at the end of the 1 week review period.



PERIODIC REVIEWS

Annually, or more frequently if / as needed, the TAC Chairperson will lead a review of this charter to decide whether any revisions are warranted. Any revisions must be approved prior to incorporation by the Associate Vice President of Information Technology Services / Chief Information Officer.