Charter – unITe

- **Purpose**
  - Foster collaboration, working relationships, and transparency among IT teams across organizational divisions by providing a forum for IT Leaders.
  - Recommend IT solutions and standards.
  - Create and promote a unified vision for the advancement of IT; promote this vision to UofSC executive leadership, including the Council of Academic Deans, the President's Executive Council, and the Board of Trustees.
  - Create a more cohesive, consistent experience for IT customers, thereby maximizing the impact of IT investments and better meeting the needs of the University as a collective.
  - Define and manage a portfolio of projects designed to accomplish the aforementioned purposes.

- **Scope**
  The scope of unITe includes all aspects of IT for all academic and administrative units on the Columbia campus. Wider system representation may be sought or included by unITe members in working groups/project subcommittees; however, the solutions developed, and decisions recommended by unITe will apply to the Columbia campus.

- **Membership**
  unITe membership is comprised of the strategic unit IT leader from each of Columbia campus' academic and administrative units. Members will assign a delegate in their area, when needed, and facilitate their involvement/responsibilities. See Appendix A for the list of units represented through unITe membership. The current chair for the IT Community will serve as a non-voting member of unITe to facilitate communication between unITe and the IT Community.

- **Participation**
  The Secretary will invite additional subject matter experts to attend and participate in unITe meetings as identified by unITe members.

- **Roles and Responsibilities**
  - Governance:
    - Deans of UofSC colleges and schools, the President's Executive Council, and the Board of Trustees provide the strategic direction for the system.
    - unITe uses this direction to guide decisions and to prioritize structured work efforts and their resource allocations.
  - Sponsor: The Vice President for Information Technology and Chief Information Officer; the sponsor is accountable for:
    - Approving recommendations made by unITe.
    - Securing and/or approving resources in support of unITe's structured work efforts.
  - Chair: A member of unITe elected by vote once every six-month period; the chairperson is responsible for:
    - Scheduling and conducting meetings.
    - Publishing an agenda in advance of unITe meetings.
    - Reviewing and seeking updates for action items.
    - Calling for members' votes during meetings.

- Delivering recommendations and requests to the sponsor on behalf of unITe following meetings.
  - o Secretary: A member of unITe identified by the chairperson prior to each meeting; the secretary is responsible for recording and publishing meeting minutes that include attendance, topics discussed, member votes/recommendations, and action items for subsequent meetings as well as taking attendance during meetings.
  - o Members: unITe members are responsible for:
    - Attending each meeting
    - Notifying the chairperson in advance of any meeting where they will be unable to attend, including the name of a designee who will be in attendance in the member's place
    - Completing action items assigned to them, including communication to their unit leadership, supervisors, and staff on behalf of unITe.

- **Voting**
  - o All votes require that the vote be scheduled a minimum of a week in the future and announced to the entire membership.
  - o Members' designees may cast votes in their stead.
  - o Process:
    - On every vote, the topic of the vote will be clearly stated by the member calling for a decision. The statement will be recorded in the meeting minutes.
    - A vote requires a favorable vote from the majority of members present to pass.
    - The results of any vote will be clearly documented in the minutes.

- **Meetings**
  - o Frequency
    - unITe will meet once per month minimum, with ancillary meetings as needed.
    - Subcommittees/working groups will meet according to their own schedules.
  - o Committees and working groups
    - Subordinate committees and working groups will be established as needed. The establishment of project charters for subcommittees is encouraged where appropriate but is not required.
  - o Agenda Structure
    - Announcements
    - Old business/action item updates
    - New Business
    - Presentations
    - Notable discussions

Charter – unITe

Appendix A: unITe Membership

Columbia campus' academic and administrative units represented through unITe membership:

Arnold School of Public Health
College of Arts and Sciences
College of Education
College of Engineering and Computing
College of Hospitality, Retail and Sport Management
College of Information and Communications
College of Nursing
College of Pharmacy
College of Social Work
Darla Moore School of Business
Palmetto College - Central Admin
School of Law
School of Medicine Columbia
School of Medicine Greenville
School of Music
South Carolina Honors College
University Libraries
Athletics