**LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM Policy # 7.006**

Title: <u>INFORMATION MANAGEMENT STEERING COMMITTEE</u>

Authority: Board Action

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Last Revisions: Initial

I. **<u>POLICY</u>:**

The Information Management Steering Committee defines and providing guidance for the development and support of the organization's information policy framework. The framework seeks to facilitate the efficient, effective and strategic use of information and enabling technologies in a manner that supports the organization's strategies, tactics, and objectives. The information policy framework serves the organization and its stakeholders by better integrating the role of Information Technology (IT)/Information Management (IM) in the design, development and delivery of its products and services.

II. **<u>ENTITIES AFFECTED</u>:**

The Louisiana Community & Technical College System (LCTCS) Office, Colleges using System Office Administered Business Applications, and for all colleges regarding enterprise related items.

III. **<u>DEFINITIONS</u>:**

Information Management: The functions and processes employed by an organization to obtain, manage and use information to enhance and improve individual and organizational performance in service and product delivery, governance, management and associated support processes.

Information Management Strategic Plan: A plan that provides specific direction in the ongoing development and implementation of information management processes, practices, and technologies within the organization. Specific direction is conveyed in the form of strategies, tactics, objectives, and where appropriate, specific goals or projects. The plan is tightly aligned to the organization's business strategic plan. In the absence of a plan, members will use the LCTCS business strategic plan for guidance.

Information Management Steering Committee (IMSC): An advisory and decision-making body composed of senior level team members appointed by the President, responsible for defining and providing guidance in the development, funding and support of the organization's information policy framework. The committee defines the information management framework via an Information Management Strategic Plan or absent such a

plan, the organization's business strategic plan. The committee monitors progress made against the plan through the use of various management reporting tools.

IV. **INFORMATION MANAGEMENT STEERING COMMITTEE (IMSC) SCOPE:**

The scopes of activities within the purview of the IMSC are as follows:

A. Advises the President and LCTCS IT Director on executive policy setting for LCTCS Information Management.

B. Reviews, disposes, and makes recommendations to the LCTCS IT Director as appropriate on strategies, tactics, objectives, budgets, initiatives, policies, and performance metrics associated with Information Management activities. Monitors major LCTCS Information Management programs.

V. **INFORMATION MANAGEMENT STEERING COMMITTEE DUTIES:**

The responsibilities of the Information Management Advisory Committee are as follows:

A. Advises the System President and LCTCS IT Director on strategic and tactical proposals, project evaluations, priorities, project/system selections, performance metrics, and budgets.

B. Provides advice for executive policy setting to the System President and the LCTCS IT Director on IT/IM issues affecting LCTCS and Colleges using System Office administered business applications.

C. Provides advice to the President and LCTCS IT Director for IT/IM strategic planning, and associated operating and capital budgets.

D. Monitors relevant organizational performance metrics to which Information Management contributes.

E. Reviews and monitors major system initiatives affecting the overall system, or Colleges using System Office administered business applications.

F. Monitors and facilitates progress of enterprise-wide projects.

G. Ensures that such projects stay within approved budgets.

H. Reviews proposed IT/IM annual budgets, and project priorities.

I. Ensures that projects are properly aligned to mutual benefits of the business, IT/IM strategic and tactical goals and objectives of LCTCS.

VI.   <u>**INFORMATION MANAGEMENT STEERING COMMITTEE STRUCTURE**</u>**:**

The Information Management Steering Committee shall be composed of the following members:

A. System President (Chairperson)

B. LCTCS IT Director or CIO (Co-Chair)

C. Chancellors of colleges supported by LCTCS Information Systems

D. For System-wide Information Management/System/Technology topics – All Chancellors

E. LCTCS Senior Vice President for Finance & Administration

F. LCTCS Executive Staff

G. Vice Presidents and LCTCS functional Directors as needed

VII.   <u>**MEETING FREQUENCY**</u>**:**

A. It is recommended that the steering committee meet as approved by the president as business needs dictate.

VIII.   <u>**INFORMATION MANAGEMENT GOVERANANCE STRUCTURE**</u>**:**

INFORMATION MANAGEMENT COMMITTEE GOVERNANCE STRUCTURE

Board of Supervisors

System President

Information Management Steering Committee

Project Teams

Adhoc Committees

Standing Commitees