

The Division of Information Technology

The IT Division is comprised of four departments: Academic Computing, Educational Technology, Enterprise Systems and the Web Group. While each of the departments has a distinct set of roles at Pratt Institute, the team members of each department work in a highly cooperative manner. This cross-departmental meshing ensures a well integrated structure yielding the most benefit from the resources available.

Academic Computing handles the following areas of responsibility: the computer labs, the laptop program, Internet and network services, the office of the Educational Technologist, and the Technology Services group which provides helpdesk and other support activities. Academic Computing also assists in the acquisition of technology as outlined in the Technology Approval Policy.

Educational Technology is responsible for the coordination and development of resources and initiatives that will innovate and enhance teaching methods, stimulate learning and improve the user experience. Within the framework of Pratt's Master Plan, educational technology has identified three key areas of development:

1. Faculty Technology Center, which offers resources to help faculty effectively integrate technology into teaching.
2. Workforce and academic technology training, which provides consultations, workshops and training institutes to help faculty and staff leverage and expand their knowledge of technology tools vital to day to day operations at Pratt.
3. Distributed and distance education, which uses the Learning Management System to deliver web enhanced, hybrid and online courses to provide an "anytime, anywhere, any media" academic experience to Pratt's faculty and students.

Enterprise Systems is responsible for the Colleague student information system, as well as other databases which house additional student data such as the CBORD (PrattCard) system and related services. This group is also responsible for supporting all aspects of reporting, particularly with assisting with self-service reporting using the Informer and Crystal reporting tools.

The Web Group oversees the Pratt Institute website for external constituencies as well as other assets which comprise the Pratt webspace such as the my.pratt.edu portal. The Web Groups works to ensure that the design and style of all web assets provide a consistent user experience for both internal and external audiences.

Mission of the TAC

To provide advice and recommendations to the Vice President of Information Technology & CIO in support of the Division of Information Technology's Strategic Plan.

To advise the Division of Information Technology regarding the development of IT initiatives and ongoing maintenance and enhancements of technology infrastructure, which are designed to deliver efficient and effective centralized information technology services to the multiple constituencies of Pratt Institute.

To function as the entity of the Institute community that reviews, evaluates, and makes recommendations about information technology services issues to the Vice President of Information Technology & CIO in support of the Strategic Plan.

The specific elements of the TAC's mission include:

1. Identify strategic directions, capabilities, and objectives for campus IT support, including learning technologies.
2. Identify opportunities where IT can help achieve campus goals and recommend priorities.
3. Ensure a coordinated implementation of campus IT projects and initiatives.

Charge of the TAC

With representation across the Institute, the charge of the TAC will be to:

1. assist with guiding the development and maintenance of IT's long-term plan for services;
2. advise on the development and maintenance of an Institute-wide strategic plan for IT;
3. advise on the development of IT policies and procedures;
4. advise on the establishment of mechanisms to coordinate services between IT and operating units in order to meet campus needs;
5. identify and prioritize IT services needed by students, faculty, and staff; and,
6. advise on and assist with the dissemination of information to constituent users; and
7. advise on and assist with processes or mechanisms which offer convenient opportunities for constituent users to submit comments and recommendations.

<i>Representative/Group to Nominate Appointees</i>	<i># of Appointees</i>
Dean Architecture	1
Dean Art & Design	2
Dean SILS	1
Dean SLAS	1
Director of Library	1
Director of Strategic Planning & Inst. Research	1
Faculty/Chair Reps (by Academic Senate)	2
Provost	2
SGA - Graduate Rep	1
SGA - Undergraduate Rep	1
VP for Enrollment	2
VP for Student Affairs	2
VP of Development	2
VP of Finance and Administration	4
VP of Information Technology & CIO (Chair)	1
Total Membership	24

Additional Aspects of the TAC

- The VP for IT & CIO will be the permanent chair of the TAC. Members of the IT Division will attend TAC and sub-committee meetings as facilitators and subject matter experts.
- The Director of Strategic Planning & Institutional Research will be a permanent member of the TAC and shall represent the Office of the President on the TAC.
- All memberships are based on a two year rotation except for student membership which is a one year membership and Faculty Reps which are one year appointments by the Academic Senate. Areas with two participants (not including Faculty and Student Reps) will be asked to nominate a one year and a two year member initially to allow for continuity on the Committee as terms expire. Substitutions for absent members during meetings are not permitted.
- The TAC shall operate on an annual calendar from January to December.
- The TAC is subject to amendment from time to time, as needed, in order to best respond to the objectives of the Institute.
- Five sub-committees shall be formed:
 - *Emerging Technology Initiatives* – To propose new initiatives and review current advanced uses of specialized hardware and software, for both individual academic programs and the Institute as a whole. These services may be located outside of the mainstream lab environments or as an annex to existing labs.
 - *Enterprise Systems* – To continually improve the student information system and related databases for the maximum benefit to all departments.

Additionally this sub-committee shall work to foster a “write once, use many” approach to centralized data so that students and employees can benefit from the efficiencies of practices like pre-populated forms and paperless processes.

- *Institutional Data and Research* – To make recommendations regarding assets such as data warehouses and data marts for commonly needed reports and other institutional instruments. This sub-committee will work to develop standards for reporting and for agreed upon data formats.
 - *Teaching and Learning Technology* – To consider issues of classroom technology including the development of technology-enabled rooms and "smartrooms" in support of the pedagogical needs of Pratt Institute, in addition to the management and services provided by the existing computer labs. Other issues would include the use of the Learning Management System (LMS) and other assets, both current and future, including items like e-portfolios.
 - *Digital Communications & Webspace* – To provide feedback and direction for the creation, design and usability of both internal and external web assets, enabling Pratt Institute to maintain the best possible standing among peer institutions from the standpoints of design, style and function.
- The five sub-committees of the TAC shall each have two co-chairs, one co-chair from among the appointed members and one co-chair from the IT division.
 - The sub-committees shall meet a minimum of three times during each semester to explore issues germane to their charge.
 - The two co-chairs of each committee (10 in total) shall meet with the TAC chair at least three times during each semester to discuss ideas presented by the sub-committees and any other items that are pertinent to the mission of the TAC.