

Charter for  
Fort Bend ISD  
Technology Steering Committee

Origination Date: November 1, 2013

# **Technology Division**

## **Charter for Technology Steering Committee**

### ***Background***

Fort Bend ISD (FBISD) established an Information Technology (IT) Governance structure to promote and support the effective use of information technology in academic and non-academic programs. This structure consists of a Technology Steering Committee, under the guidance of the FBISD Superintendent and Executive Team members, who are charged with identifying, prioritizing, and proposing tactical and strategic FBISD IT initiatives. Proposals and strategic initiatives will be communicated to the FBISD Board of Trustees as informational items and for appropriate action by the Board of Trustees when required.

### ***Purpose***

The purpose of this charter is to document and establish the commitment and objectives of the Technology Steering Committee members. This charter serves as a framework to guide the Technology policy-setting and related decision-making responsibilities of the committee.

### ***Scope of Authority***

The authority for this charter resides with the superintendent and his cabinet members (the Executive Team). The Technology Steering Committee is comprised of a representative from each of the six divisions (not counting Technology Division), two members from the Community, three teachers, three principals, three representatives of Technology Division leadership team, and the FBISD Chief Information Officer. Revisions to this charter require agreement and acceptance by all Technology Steering Committee members and the approval of the FBISD Executive Team.

### ***Objectives***

- Develop district-wide IT policy consistent with FBISD and State IT Policy and Governance.
- Develop district-wide IT strategies consistent with FBISD goals and visions.
- Endorse and communicate overall IT direction for Technology Division.
- Conduct project reviews and set priorities and direction of project efforts.
- Assure IT projects serve the needs of FBISD.
- Provide network for open communications between campuses on IT issues.
- Reduce project risks and optimize project performance.
- Provide advice on enterprise resources and infrastructure.

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### *Authority*

The Technology Steering Committee advises the FBISD Executive Team about current and future IT-related issues and initiatives and submits recommendations the FBISD Executive Team when appropriate.

The IT Steering Committee will work directly with its advisory committees to provide guidance about principles and strategies, provide input about their work, review proposals, and make timely decisions.

### *Critical Success Factors*

Several critical success factors have been identified as important to ensure the success of the Technology Steering Committee. These factors include:

- Key stakeholder buy-in of the vision and technology direction for FBISD.
- Open communication between committee members and Technology staff.
- Implementation of an established process for meetings, including agendas and issue resolution.
- Active participation of all committee members.
- Establishment of a consistent method for conducting project reviews and resolving issues.

### *Membership*

The Technology Steering Committee is comprised of a representative from each of the six divisions (not counting Technology Division), two members from the Community, three teachers, three principals, three representatives of Technology Division leadership team, and the FBISD Chief Information Officer.

**Terms:** On-going by position to provide continuity

**Participation:** Membership participation is expected and should not be delegated to substitutes. A minimum of twelve members, from the membership base of seventeen, must be present to establish a quorum for committee activities and meetings.

**Removal:** When a member is absent from more than two consecutive meetings, without prior approval, or if the member is not contributing to the good of the committee, their membership status will be considered for revocation. The committee will conduct a vote to determine the desired status of the individual's membership. If agreed upon, a recommendation to remove the member will be forwarded to the Executive Team for approval.

**Subcommittee:** Unless otherwise prohibited by Fort Bend ISD, the Technology Steering Committee is empowered to create and delegate authority to any subcommittee and/or work group as it deems appropriate or advisable and in conformance with all FBISD policies and

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procedures.

#### ***Meetings***

Meetings will be conducted monthly, and may be scheduled more frequently based on business demands and project priorities. Committee members are expected to attend and actively participate in all meetings. Project sponsors will also be expected to attend committee meetings, when involved in active projects.

Special meetings or project specific subcommittee and/or work group meetings may be held at the discretion of the Chair or leader of the subcommittee and/or work group.

#### ***Sponsor***

The committee sponsor is FBISD Chief Information Officer.

#### ***Team Leader***

A committee chair will be selected from the membership of the Technology Steering Committee, by a majority vote of the members.

***Term of a Committee Chair:*** A chairperson will serve for one-year term. A chairperson can serve no more than three consecutive terms.

***Election of a Committee Chair:*** Prior to completing their term, the chairperson must notify the committee of their term-expiration date and plans to relinquish their position. The committee chair will send an e-mail message to all members of the Technology Steering committee members to solicit nominations for the new Chairperson. Nominations will close thirty days from the date of the first notification. The chairperson will present nominations for a committee vote at the next meeting. The committee will recommend the selected candidate to the Executive Team for approval. In the absence of a chairperson, a member of the Technology Division leadership team will act in the role of a chairperson for the election process.

#### ***Recording***

Meeting minutes and committee activities including status on issues, recommendations, and actions taken must be recorded and provided to all committee members, and to the sponsor. Members will rotate the responsibility of recording minutes. A draft of the meeting minutes

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must be recorded and distributed to members within three business days of the meeting. Responses or corrections should be submitted within five business days of this draft date, after which the minutes will be sent out to members of the committee and to the Executive Team.

#### ***Reporting***

The Chairperson is responsible for providing an executive report summarizing work status, decisions reached, and issues resolved to the Executive Team. This report may be a summary of the monthly status reports provided by the Technology Division leadership and information from meeting minutes. The chairperson will prepare and send the executive report to the members prior to the scheduled meetings for the Executive Team.

#### ***Administrative Support***

The Executive Assistant to the Chief Information Officer will provide administrative support to the Technology Steering Committee.

#### ***Responsibilities***

The following list outlines the overall responsibilities of the Technology Steering Committee. This comprehensive listing includes the committee's routine responsibilities as well as those performed infrequently.

- Adopt and disseminate guiding principles for using IT within FBISD.
- Adopt and disseminate standard processes for developing, submitting, reviewing, prioritizing and acting on proposed IT initiatives.
- Encourage IT initiatives that provide FBISD with a competitive advantage in attracting and retaining students, faculty, staff and external support.
- Align applications of IT with FBISD's strategic goals and tactical objectives.
- Receive, review, prioritize and make decisions about proposed IT initiatives.
- Recommend a model or models for funding critical IT systems including on-going and scheduled replacement costs.
- Allocate resources or make recommendations about resources required to implement proposed IT initiatives.

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- Minimize FBISD's risks associated with providing individuals with access to digital data and IT systems.
- Resolve issues or conflicts that, if unresolved, would jeopardize the successful completion of approved IT initiatives.
- Confirm annually the committee has completed responsibilities listed in this charter.

#### ***Charter Updates***

This charter is a living document, which will be reviewed and updated whenever substantial changes are needed to the structure or workings of the Technology Steering Committee. Updates must be dated and include a summary of changes made by whom as indicated in the attached Revisions Log. Revisions to this charter require agreement and acceptance by all Technology Steering Committee members and the approval of the Executive Team.

#### ***Charter Cancellation***

This Charter will remain in effect as long as a requirement exists for the Fort Bend ISD Technology Steering Committee. Cancellation requires the approval of the Executive Team.

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***APPROVED BY:***

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Superintendent

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Date

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Chief Information Officer

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Date

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***REVISIONS LOG:***

<b><i>Date</i></b>	<b><i>Revisions Made</i></b>	<b><i>Author</i></b>
10/1/2013	Initial Document	Long Pham
11/6/2013	Revision 1.1 (incorporate E Team's comments)	Long Pham
1/21/2014	Revision 1.2 (adding subcommittee)	Long Pham