**FOCUS**

The Outreach Activity Information Management Systems (AIMS) Steering Committee governs the implementation, enhancement, integration and efficient use of NC State’s enterprise outreach, engagement and extension information systems and provides input and guidance to the Enterprise Application Committee (ITSAC-EAC) regarding these systems.

The Outreach AIMS Steering Committee works closely with the Enterprise Applications committee (ITSAC-EAC), the Enterprise Application Open Forum and other enterprise application Steering Committees to provide this oversight and guidance. These committees work together to set direction, establish priorities and allocate resources for the implementation and continuing enhancement/evolution/integration of the enterprise outreach, engagement and extension information systems. Activities for which this committee provides guidance include product/system selections, implementations, enhancements, integrations and major upgrades.

**SCOPE/APPROVAL AUTHORITY**

The Outreach AIMS Steering Committee is responsible for reviewing business and technology changes that impact the enterprise outreach, engagement and extension information systems, assessing the impacts, and providing guidance or recommendations regarding the changes. In addition, the Outreach AIMS Steering Committee is responsible for: reviewing all change requests for the enterprise outreach, engagement and extension information systems; evaluating the cost/benefit of the requests, the campus and system impacts (with input from the technical staffs) and alternative solutions, and determining relative priority.

All change requests are first reviewed and evaluated by the impacted functional and technical managers and the appropriate Data Stewards. For requests requiring 400 hours or less from the Outreach AIMS development team and those requiring systems team hours less than or equal to 40% of the development hours, the Steering Committee has the authority to approve, deny or defer the request but will forward the request to the Enterprise Application Committee and Enterprise Applications Open Forum for informational purposes (if the vote is not unanimous, the request must be referred to the EAC for approval). The Steering Committee may delegate approval authority for requests requiring less than 40 hours from the Imaging development team to the managers involved. For all other requests, the Outreach AIMS Steering Committee provides implementation recommendations (should the request be implemented; if so, with what priority, etc.) and forwards the requests to the Enterprise Application Committee for approval/review. The EAC will review the information forwarded by the Outreach AIMS Steering Committee in a timely manner and take/recommend action. . However, the EAC reserves the right to reprioritize requests approved and prioritized by the Steering Committees after considering priorities across all areas.

The Outreach AIMS Steering Committee is responsible for reviewing and/or taking/recommending action on change requests in a timely manner and for informing other relevant Steering Committee(s) of requests that impact them through the Steering Committee’s representative(s) or the Integrations Steering Committee. The Outreach AIMS Steering Committee should consider the overall cost of request (including the time required to maintain it) and the benefit to the University when deciding to approve/deny a request. The Outreach AIMS Steering Committee is also responsible for ensuring thatfunctional office and technical support participation on assigned tasks is appropriate and in accordance with project/task schedules and any appropriate Service Level Agreements (SLAs).

System modification requests will not be considered by the Outreach AIMS Steering Committee unless they meet at least one of the following criteria: 1) the change accommodates a federal or state regulatory requirement or accommodates a General Administration (GA) or NC State audit control that cannot be met through reasonable alternatives or 2) the change provides a demonstrable productivity enhancement and/or a significant improvement in customer service that supports the strategic goals of the university. For those change requests necessary to meet regulatory or audit requirements, the Outreach AIMS Steering Committee determines the methodology by which the requirement is met, not whether or not the requirement will be met.

For time-critical, regulatory-based change requests (such as a change to accommodate a new regulatory requirement), the requests will be approved by the appropriate Data Steward but communicated for informational purposes only to the relevant Steering Committee(s), the EA Open Forum, the EAC and the IT Strategic Advisory Committee (ITSAC) as appropriate.

Those activities that support Outreach AIMS “normal operations” do not come under the governance of the IT Strategic Advisory Committee (ITSAC), Enterprise Applications Committee (EAC) or the Outreach AIMS Steering Committee but these committees are kept apprised of those activities. Examples of these operational activities include: fixes for production problems (system is not performing as designed or data has become corrupted), data cleansing, the development of queries or minor reports, the application of patches and service packs, and the upgrade of infrastructure components such as the operating system or database software.

**MEMBERSHIP**

The Outreach AIMS Steering Committee membership is determined by the ITSAC and EAC and is included in Appendix A. Members are expected to attend and participate in each Steering Committee meeting and EA Open Forums as appropriate. If a member is unable to attend, he/she should notify the Chair and authorize a substitute to attend and vote on his/her behalf. Members should also participate in Outreach AIMS working groups as appropriate.

**COMMITTEE STRUCTURES/PROCEDURES**

Outreach AIMS Steering Committee structures and operating procedures are defined as follows.

**Operating Procedures**

The Outreach AIMS Steering Committee will follow the basics of Roberts Rules of Order (see Appendix B for notes). Votes for all change requests must be initiated as an official motion. Outreach AIMS Steering Committee decisions may be appealed to the Enterprise Applications Committee (EAC) on a by-request basis.

**The Chair**

A Chair is required and will be elected annually by the members of the team (to commence Oct.1), cannot serve consecutive terms, cannot be a member of OIT and is responsible for:

1. Calling and presiding over all meetings;
2. Setting meeting agendas including soliciting agenda items from team members;
3. Ensuring that minutes are compiled for each meeting;
4. Finalizing minutes before distribution;
5. Distributing all meeting materials (including change requests) in a timely manner prior to each meeting to provide ample time for review;
6. Enforcing Team procedures;
7. Serving as the Outreach AIMS Steering Committee representative on the Enterprise Applications Committee (EAC);
8. Ensuring all change requests are completed in detail;
9. Communicating Imaging issues impacting other IT governance teams to the Chairs of the relevant committees to ensure the impact is assessed across all areas;
10. Preparing information for presentation to the EAC or delegating to an appropriate member of the Outreach AIMS Steering Committee (or other Steering Committee;
11. Presenting the Outreach AIMS Steering Committee recommendations and reports to the EAC.

**The Chair-Elect**

A Chair-Elect is recommended and would be elected annually by the members of the team (to commence Oct 1st), cannot serve consecutive terms, cannot be a member of OIT and is responsible for:

1. Assisting the Chair with his/her duties as requested by the Chair;
2. Serving as the Chair in his/her absence and
3. Serving as Chair once the current Chair’s term expires.

**Meetings**

Outreach AIMS Steering Committee meetings should be scheduled on a monthly basis (or as determined by the Chair but at least quarterly) to:

1. Review the activities of the Imaging development team;
2. Discuss issues and activities relevant to all enterprise Outreach AIMS applications;
3. Review/evaluate/approve/deny requests for system/product/service purchases, implementations, upgrades and enhancements;
4. Establish priorities for Outreach AIMS development team resources; and
5. Develop recommendations for resources and change requests to be routed to the Enterprise Applications Committee.

**Change Requests**

Change requests must be submitted with the following information:

1. System to change/implement (Outreach AIMS, etc.);
2. Description of Request/Modification;
3. Requestor;
4. System Impact;
5. Justification for Change (including cost benefit analysis with labor estimates to implement and % of original hours needed to maintain);
6. Other Applications/Departments Impacted including number of staff hours needed;
7. Alternatives;
8. Priority/Criticality/Due Date;
9. Sub-Committee Recommendations/Comments/Action;
10. Members voting against or in absentia and their comments

**Meeting Minutes**

Minutes are required for all Outreach AIMS Steering Committee meetings with the Chair designating a minute-taker for each meeting. These minutes should be a record of what is decided, not what is said, by the members. As such, the minutes must show:

* Name of the body meeting (Outreach AIMS Steering Committee);
* Type of meeting ("Regular" or "Special");
* Date/time/location of meeting;
* The fact of the presence of the regular Chair and Chair-Elect, or, in case of absence, the names of substitutes,
* Whether the minutes of the previous meeting were approved or approved as corrected;
* All motions (including change requests) and dispositions including voting details (those opposed or abstaining, etc.) and request status (approved, denied, deferred, additional information requested, referred to EAC, etc.);
* Date/time/location of next meeting and topics requested for discussion/presentation;
* Time of adjournment.

**Working Groups/Task Forces**

The Chair will designate working groups and/or task forces as needed to provide recommendations or address issues related to imaging. The Chair will provide each with a specific responsibility or task and in the case of task forces, provide an estimated end date. Each working group or task force will designate a chair that will report back to the Outreach AIMS Steering Committee.

**Reporting to the EAC**

The Outreach AIMS Steering Committee will report to the Enterprise Application Committee (EAC) via:

1. Outreach AIMS Steering Committee minutes;
2. Outreach AIMS Steering Committee change requests;
3. Attendance of the Outreach AIMS Steering Committee Chair at each Enterprise Applications Committee (EAC) meeting to present Outreach AIMS Steering Committee recommendations and report on activities;
4. Attendance of the Outreach AIMS Steering Committee Chair and team members at the Enterprise Applications Open Forum meetings to provide input as appropriate to the EAC;
5. Updates from the Outreach AIMS Steering Committee members to their EAC representatives regarding imaging activities and discussions.

**APPENDIX A - MEMBERSHIP**

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| --- | --- | --- | --- |
| **Area member represents** | **Position** | **Name** | **Voting Member?** |
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**APPENDIX B - BASICS OF ROBERT’S RULES OF ORDER**

**General Order of Meetings**

1. Call to Order

2. Approval of Previous Meeting’s Minutes

3. Special Presentations and Reports

4. Unfinished (Old) Business

5. New Business (including Change Requests which require a motion for approval)

6. Adjournment

**Procedure to Make a Motion**

1. Member states the motion. e.g. "I move that we \_\_\_\_\_\_\_\_\_\_\_."

2. Member may give a brief explanation for introducing the motion.

3. Another member must second the motion to continue.

4. Presiding officer calls for discussion on this motion. The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share opinions.

5. Presiding officer calls for a vote on the motion.

6. Presiding officer states results of vote and resulting action.

Members may "call the question" to end discussion on the motion if discussion seems to be dragging on or becoming redundant; however, it is NOT acceptable to call the question in order to prevent someone from expressing his opinion or while someone is speaking. If a member calls the question, a second and a 2/3 majority vote are required (no discussion) to close discussion and proceed to voting on the motion.

**Procedure to Amend a Motion**

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member states the amendment (e.g. striking and/or adding words/phrases).

2. Amendment must be seconded.

3. Presiding officer calls for discussion on the amendment.

4. Presiding officer calls for a vote on the amendment, and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.