Charter

Under the direction of the Information Technology Governance Committee (ITGC), ASPCC works to improve campus-wide administrative systems and related processes and policies in support of the Institute’s mission. The council will:

1. Prioritize and approve administrative systems projects, investments and resources using a clear and transparent decision-making process. Develop a clear process by which new initiatives are recommended for consideration and decisions align with institute priorities, guiding principles and administrative systems strategic roadmaps.

2. Define and own the Administrative Systems Roadmap(s) that support the vision and mission of MIT. Ensure that plans are developed and maintained jointly between IS&T and central administrative groups with appropriate community input. Establish metrics to measure and report progress against the plans.

3. Ensure that policies, guidelines and standards pertaining to the use of IT administrative systems are established and followed.

4. Ensure proper sponsorship and oversight for IS&T projects, including risk management and change management. Ensure that subject matter and technical experts are made available from each of their organizations as needed to ensure the success of projects.

5. Establish working groups as appropriate to complete the committee charge and review of progress as needed.

6. Collaborate with AACII and other groups to strengthen the interaction among all administrators.

7. Advise ITGC on administrative systems IT matters at MIT.
Administrative Systems and Policies Coordinating Council (ASPCC)
Charter and Membership

Membership

Representation:
- VPF & HR & IS&T co-chairs – determine agenda, lead meetings, advise EVP
- Academic areas:
  - 5 - 6 AOs or Assistant Deans
  - Office of the Provost
  - Lincoln Lab
  - Division of Student Life
  - Office of the Dean for Undergraduate Education
  - Administrative Advisory Council II Chair
- Administrative areas:
  - Human Resources
  - Vice President for Finance
  - Facilities
  - Office of Sponsored Programs
  - Audit Division
  - Environment, Health & Safety
  - Office of the Executive Vice President & Treasurer
- Information Services & Technology
- “Active project” sponsors

Term:
- Serve 2 years; can be renewed
- Staggered terms

Recruitment:
- Co-Chairs will recruit members in consultation with senior officers of the represented areas and EVP
- Other senior leaders invited to participate as appropriate based on topic or decision before the committee.

Co-chairs
1. Alison Alden (HR)
2. Israel Ruiz (VPF)
3. Marilyn Smith (IS&T)

Academic areas
4. John Armstrong (Brain & Cog)
5. Josh Freedman (ISN)
6. Doreen Morris (Provost)
7. Kerry Harrison (Lincoln)
8. John McDonald (DSL)
9. Jeanne Hillery (DUE)
10. Amanda Tat (AACII)

Administrative areas
11. Wayne Turner (HR)
12. Gerry O’Toole (VPF)
13. Marty Dugal (Facilities)
14. Michelle Christy (OSP)
15. Deborah Fisher (Audit)
16. Bill VanSchalkwyk (EHS)
17. Cecilia Wardle (EVP)

IS&T
18. Bart Dahlstrom (Administrative Systems)
19. Mary Weisse (Data Management)
20. Amber Fearon (Finance)