

Banner Technical Committee (BTC)

Governance Charter

November 11, 2016

Purpose

The Banner Technical Committee (BTC) is responsible for accuracy of data and functioning of applications running on the Banner Enterprise Resource Platform (ERP) and Student Information System (SIS). The purpose of the BTC is to insure the accuracy and integrity of data stored in the Banner platform, the usability of the applications installed on the Banner platform, that the user population is appropriately trained to use the platform, and finally to make recommendations to the Banner Executive Steering Committee for improvements and changes to the platform that align Banner with the institution's strategic plan.

This is a standing (permanent) structure that is both a recommending and decision-making body. The committee receives direction from the Banner Executive Steering Committee. The Committee is empowered via the chair to create appropriate sub-committees as required

Decisions are made by discussing items or issues and coming to agreement. This agreement does not necessarily mean that each member concurs with the decision itself, but rather, supports the decision and will visibly demonstrate that support in the public arena within the institution.

Membership

The Banner Executive Steering Committee is composed of the following business unit leaders at BSU:

- Director of Administrative Systems
- Institutional Computer Security Manager
- Registrar
- Comptroller
- Representatives or designees of the following offices: Financial Aid, Graduate & Undergraduate Admissions, Athletics, Student Accounts, Institutional Research, Budget and Academic Achievement Center
- Assistant Directors of HR, Registrar, Academic Affairs, Housing
- Two faculty members appointed by the leadership of the MSCA. Faculty serves a two-year term.
- Two students appointed by the Student government Association (SGA).

Members bring a unique perspective as well as have resource responsibility (both human and financial) that contributes to the overall direction of improvements to the business process environment. As Banner and institutional technology needs change, other members will be added.

Membership Org Chart

- See attachment at end of document

Committee Chair

- The BESC appoints the chair and each appointee serves until the BESC chooses another chair.
- The chair decides on quorum and decision-making and determines what represents sufficient meeting attendance. The chair recognizes that if people do not attend the meetings, an issue exists.

Responsibilities

Responsibilities of the Banner Technical Committee

The Banner Technical Committee ensures the implementation of the business strategy for Banner.

Responsibilities include:

- Ensure Data Integrity. Institute processes that ensure the accuracy of data.
- Ensure a steady flow of communications. Communicate to the BESC, stakeholders, and users to create understanding at all levels of the institution about capabilities and changes to the Banner platform.
- Deliver results. Ensure the progress of technology projects and services are successful. Resolve issues that impede the effective delivery of investments.
- Improve Processes. Continuously assess the effectiveness of Banner processes and make improvements where necessary.
- Submit Recommendations. Continue to assess the Banner platform and make recommendations to the Banner Executive Steering Committee.
- Train users. Ensure that all users are adequately trained to use the Banner platform in carrying out their positions. Additionally, train users when new applications are added to the platform.

Responsibilities of the Security Manager

The Computer Security Manager ensures that the Banner platform is secure and that applications and access methods adhere to institutional policies

Responsibilities include:

- Monitor and assess Banner applications to insure their integrity
- User access into the Banner system and data. Fine grain access control and a need to know guides access control decisions. The BESC is the final arbiter of access to data and the Banner system.
- Make recommendations on security changes/enhancements where needed.

Individual Responsibilities of the Committee

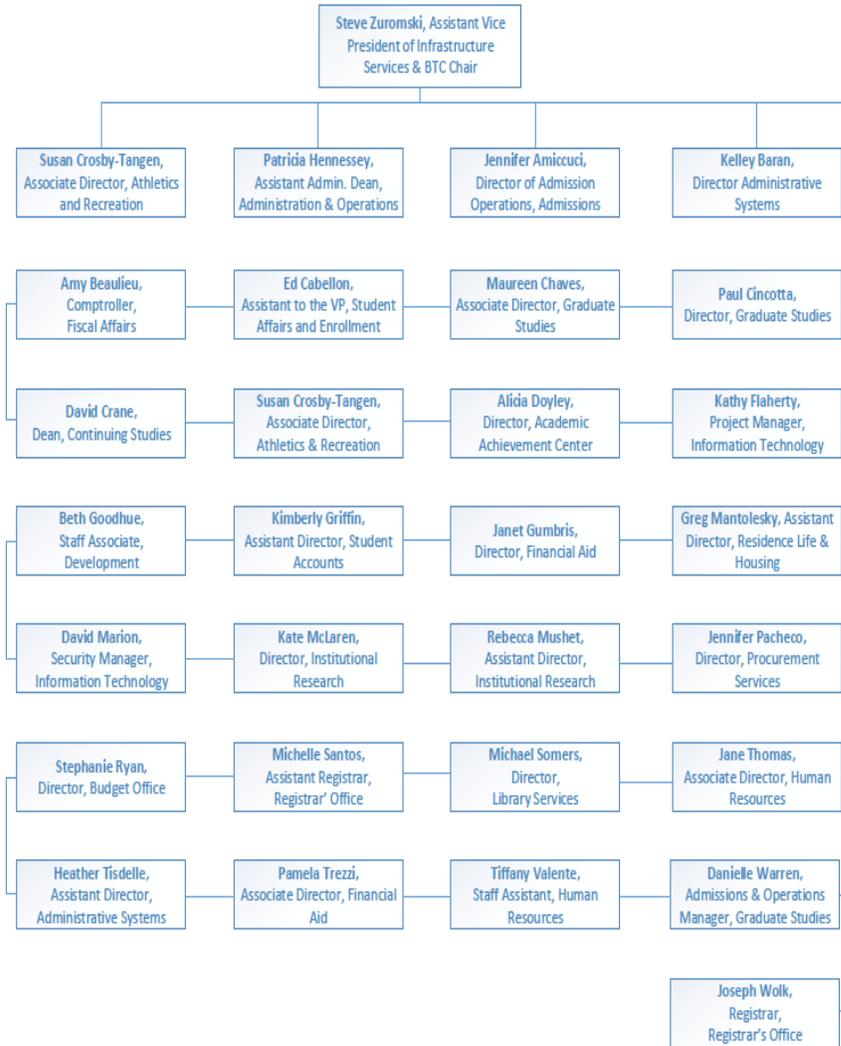
The Banner Technical Committee directs Banner users in their business units to ensure that the Banner technology strategies and applications are clearly understood and executed within their business areas. They are responsible for providing regular reports to the Banner Technical Committee chair on the progress of Banner technology investments and services at an operational level. All members are accountable to the Banner Executive Steering Committee for successful delivery of their areas' business outcomes.

Responsibilities include:

- Proactively and equally, share in discussions to determine the Banner strategy.
- Champion the Banner strategy within their respective lines of business. Ensure that operational plans are consistent with the Banner technology strategies.
- Participate as required to recommend initiatives, and ensure those initiatives deliver the expected results.
- Ensure that existing and changing business needs are clearly understood by the Banner Technical Committee and are forwarded into the Banner investment portfolio as appropriate.
- Leverage the Banner Road Map.
- Manage interdependencies with other business areas and partners created by new investment and change projects. Participate and resolve cross-functional issues that result from any new investment and change projects.

Governance Structure Chart

- See attachment at end of document



**Banner Technical Committee
Membership List**

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Comments:

