

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
THE GRAINGER COLLEGE OF ENGINEERING**

306 Engineering Hall MC 266
1308 West Green Street
Urbana, Illinois 61801

Philippe H. Geubelle
Bliss Professor of Aerospace Engineering
Executive Associate Dean

(217) 244-7648
geubelle@illinois.edu
<http://ae.illinois.edu/directory/profile/geubelle>

December 10, 2020

Tessa Hile (Eng Admin)
Kris Williams (MRL)
Emad Jassim (Eng Admin)
Karen Cromwell (CSL)
Aaron Darnall (CS)
Lori Willoughby (Eng Admin)
Jim Hurst (Engr IT, ex officio)

Dear Colleagues:

Thank you for agreeing to serve on the Engineering IT Governance Administrative Working Group for the academic year 2020-2021. This working group is critical to helping ensure that IT support of the administrative needs of all units is of the highest quality and reliability.

Your recommendations and comments are advisory to the Executive Associate Dean, with primary responsibilities for:

- Application development oversight.
 - Maintain a procedure for selecting application sponsors and overseeing its implementation.
 - Prioritize application development/deployment.
 - Provide oversight on expanding application usage to entire campus.
- Engineering IT funding model.
 - Review, discuss, and make recommendations about the Engineering IT budget FY21.
 - Review and recommend a budget and IT spending model for the Engineering College.
- Service quality assessment.
 - Work with Engineering IT to implement and monitor service quality metrics and standards and produce an appropriate scorecards (prioritized).
- IT services alignment oversight: Assist with monitoring, providing feedback, and reporting on the progress of work to align Engineering IT services with campus-level IT services, with particular emphasis on services pertinent to the IT support for our administrative needs in the College.

You will also be asked to provide an assessment at the end of the academic year on the current state of IT support for administrative activities.

Karen Cromwell has graciously agreed to chair this working group. She will be in contact with you soon to arrange for your first meeting.

I am thankful to all of you for your willingness to contribute to this most important work for our College. I look forward to joining you at your first meeting to discuss the charge and answer any questions.

Sincerely,

A handwritten signature in blue ink, consisting of several vertical strokes followed by a horizontal line that curves slightly to the right.

Philippe H. Geubelle