Common Architecture Vision (CAV) Charter
Table of Contents

1 ROLE ................................................................................................................................. 2
2 AUTHORITY ........................................................................................................................ 2
3 RESPONSIBILITIES ............................................................................................................ 3
4 MEMBERSHIP ................................................................................................................... 3
5 OPERATIONS ................................................................................................................... 3
   5.1 MEETINGS .................................................................................................................. 3
   5.2 COMMUNICATION/TRAINING .................................................................................. 4
   5.3 CAV SUB-GROUPS ..................................................................................................... 4
6 INITIAL CHARGE .............................................................................................................. 4

1 Role

The Common Architectural Vision (CAV) is a University wide committee, whose role is to work through and with the University Technology Management Team (UTMT) to create a common strategic planning process for Information Technology (IT) for the University. The CAV is charged in identifying particular opportunities for cost savings or avoidance while at the same time helping to identify strategic priorities for IT across the University that appropriately balance academic and administrative goals. This CAV does not intend to be involved in efforts local to one campus.

The CAV efforts will allow the IT infrastructure to provide the most effective support of the changing needs of the institution, enabling it to remain agile and competitive in carrying out its mission. The committee will consider the architectural aspects of both IT efforts involving cross-campus integration and significant IT efforts within campus and unit organizations which present opportunities for common architecture or service elements. The CAV will make recommendations to the UTMT on how such efforts might best proceed. This should include serving in an advisory capacity on system architecture and integration to the University-wide Common Priorities Group. This committee will also provide an oversight and leadership for the University wide projects approved by the UTMT group.

2 Authority

The CAV is an advisory and coordinating group for UTMT. It makes recommendations on procedures, policies, project work, and the strategic technology direction. This committee also serves as a resource to assist and advise in resolving technical challenges in new applications and foundation components, as well as provides a forum for adoption, guidance and implementation of new technologies and infrastructure components. Although this committee is not directly responsible for the implementation of applications, foundations, and infrastructure components, it guides implementation efforts of projects with University wide impact on the IT architecture.
3 Responsibilities

The principal responsibilities and functions of the CAV are to assist in defining and supporting the UTMT IT goals and objectives, University wide Enterprise Architecture framework, infrastructure and processes which exist to ensure that enterprise projects (business or technology) are carried out consistently and successfully in alliance with organizational strategy. The responsibilities of the CAV also include:

- Provide recommendations on strategic priorities for the university that include a balance of academic and administrative goals,
- Assist in development a specific multi-year architectural road map that specifies priority, supported, or best-practice architectures that would be used among the central IT groups, encouraged within the departments, and, with Purchasing, socialized with the vendor community,
- Help in creating specific yearly plans from each IT unit on how their IT projects and services match with the practices and directions established in the road map, and
- Provide other measures as needed to encourage a common strategy, including onetime funding to reduce ad hoc cost differentials created by moving away from legacy services.
- Provide a focal point and repository for University wide architecture standards - document existing standards and validate/adopt new standards developed by subject matter experts (SME)
- Cultivate Enterprise Architecture strategies throughout the organization.

4 Membership

The CAV membership includes a balanced representation of the University main IT departments.

Committee Members:

- Amin Kassem: Associate Director for Enterprise Architecture (UA-IT)
- Bob Goldstein: Assistant Director (Chicago-ACCC)
- Charles Kline: IT Architect (Urbana-CIO Office)
- Steve Rohrer: Director of Campus Technology Services (Springfield-ITS)
- Mike Cornell: Deputy CTO (Global Campus)
- Tod Jackson: Associate Director for Enterprise Architecture (UA-IT)
- ??? Hospital

The committee membership will be adjusted by the committee’s chair with consultation with the committee’s members and UTMT.

5 Operations

5.1 Meetings

The committee meets on a regular basis to discuss and review the architecture framework and initiatives. The committee will publish minutes of its proceedings and reports on the UTMT web site. The committee is governed by the following rules for
meetings:

- Meetings are normally held in person/Video conference
- Meetings can be held by conference telephone or similar communications equipment
- Actions can be taken without meetings and by coordination via email
- Agenda items are to be submitted to the chair at least two business days prior to the scheduled meetings
- Agendas will be provided prior to the meetings

Meeting participants may change based on initiatives, architectural projects, and the operations of the CAV sub-groups.

5.2 Communication/Training

In order to succeed at unifying all the University campuses in IT collaboration efforts, communicating the committee's work and recommendations in an efficient and consistent manner will be crucial. By raising awareness of the University wide IT projects throughout the organization, the committee will continue to assist UTMT in their IT strategic plans. The committee will provide a forum to evolve the communication methodology and provide a vehicle for disseminating the information. Possible communication channels may include:

- Email
- Newsletters
- Official training
- Invite speakers to discuss new technology trends
- Online forum to facilitate architecture discussions

5.3 CAV Sub-groups

The committee may seek the help of subject matter experts to make recommendations for specific architectural technologies and standards by forming focused sub-groups. All CAV sub-groups should be led or at minimum include one CAV member to facilitate the communication between the sub-group and the committee. A sub-group will be assembled with the appropriate subject matter experts and convene to develop an official recommendation for the CAV. Once the final recommendation is completed, the sub-group will be dismissed.

6 Initial Charge

The first project that the UTMT charged the CAV to undertake is the Identity Management Project. The scope of this project is described in the attached document.