UTLearn Governance Charter and Expectations

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Charter

UTLearn Governance is the primary governing body for UTLearn, including associated University-wide business processes in relation to current and future acceptable use of UTLearn and by extension, University-hosted/owned employee and regulatory or compliance training. Governance is responsible for the following:

- Development of formal standards and processes in relation to use of, access to, and system enhancement requests for UTLearn, including reviewing and making final recommendations for any potential costs associated with those decisions.
- Make final decisions on enhancement requests or changes in scope of system use.
- In coordination with the UTLearn business owner, champion the ongoing culture shift required for campus to move to new systems, including changing current expectations and mindsets.

Governance Members:

- Karen Chawner – Human Resources
- Jaime Davis – University Compliance Services
- Elida Lee – Human Resources
- John Salsman – Environmental Health and Safety

Business Owner: Pending

UTLearn Guideline:

1. Guideline: Use of and Access to UTLearn

UT Austin employees, defined as faculty, staff, and student employees should have access to employee development and compliance training in UTLearn during their employment period with the University. Other populations' access depend on decisions/policies yet to be determined.

UTLearn will be used for compliance, regulatory, and employee development training. Other uses such as event, social, or calendaring scheduler will be deactivated. See UTLearn Acceptable Use Standards for additional information and guidelines.

2. Purpose

To provide clarity on use of an employee training management system and the scope of the University's responsibilities in relation to providing training, compliance or otherwise, to non-employees. This guideline promotes CSU employee training development and ensures that UT Austin employees are provided access to multiple training opportunities. It mitigates risks associated with liability and expectations of legal responsibility of the University, by the promotion of standard University employment processes. This guideline also ensures that the University is not exceeding contracted user licenses.

Example: The University is required to provide compliance/regulatory training to its employees. However, the University and CSUs are not legally obligated to provide training to vendors and contractors who the University is paying for a service.

3. Scope & Audience

The guideline applies to any individual or CSU using UTLearn.

Expectations

Governance Members

1. Decisions

a. Make final University-wide UTLearn standards decisions in relation to current and future use of, access to, and configuration for UTLearn; this implies a certain level of management or higher.
b. Meet on a regular basis to discuss outstanding questions or issues and/or be available via electronic communication to make decisions.
c. Assist with validating and evaluating additional scope (which may result in potential costs) associated with UTLearn-related decisions, including communication and request for approval.
d. Revisit tabled topics within two months and/or when additional information is available.
e. Provide evaluation and oversight of the Business Owner's strategic plan for current use and future expansion of UTLearn.

2. Communications

Governance approval and involvement will be required for UTLearn changes that affect most of or the entire campus. Because of the interconnectedness between Workday HCM and UTLearn, some of these topics may require additional conversations with Workday HCM governance.

a. Develop an agreed-upon communication strategy that describes how standards and procedure changes are communicated and by whom, as well as how system changes are communicated and by whom.
b. Provide review and/or final approval for communication related to key or high-impact changes related to use of UTLearn. (Note: UTLearn Business Owner will compose and distribute communications.)
c. Help document final decisions that will be made available to the UT community.
d. In coordination with the Business Owner, help promote the ongoing culture shift on campus as the University continues to standardize and update business processes to follow University best practices, particularly underlying processes that directly impact UTLearn. This includes communication and conversation with any affected departments to help improve or implement business processes. E.G., individuals' assignments are not properly coded in the HR system.
e. Help promote the developing culture toward employee learning and development.

3. System Configuration and Changes

a. Develop an escalation and approval process for configuration changes requested by the campus community, including when requests can be addressed without requiring escalation to UTLearn Governance. (See UTLearn Change Management Process.)
b. Provide final approval or denial of system configuration change requests.

      c.   Provide assistance or resources to test configuration changes that are initiated from within Governance.

Governance Facilitator

The UTLearn Business Owner is responsible for facilitating governance activities.

1. Thoroughly map out and describe the potential impacts of decisions related to UTLearn that Governance will rely on in order to make decisions.
2. Manage the necessary communication, documentation, and actions resulting from UTLearn Governance decisions.
3. Create agendas, document minutes and decisions, and facilitate the meetings .
4. Provide information about upcoming releases and features that may impact University business process and/or result in significant changes in the user experience.

Definitions

Business Owner – The department that owns management of UTLearn, including decisions concerning system maintenance, configuration, and communication and coordination with campus and University executive leadership.

Training – Any activity that must be tracked and reportable that is intended to develop and/or increase the knowledge or skillset of UT Austin employees in performance of their professional responsibilities, current and/or future growth opportunities, or that is mandated by University, System, state, federal, or other governing or regulatory entitites.