CAPE COD COMMUNITY COLLEGE
INFORMATION STRATEGY GROUP (ISG)
CHARTER

I. ORGANIZATION

The Information Strategy Group (ISG) consists of the following members:

- Vice President for Academic and Student Affairs
- Vice President for Finance and Administration
- Executive Director of Information Technology
- Registrar
- Director of Institutional Research and Development
- Associate Dean of Academic Research, Extended Studies and Academy of Lifelong Learning
- Associate Dean of Enrollment Management and Student Development
- Systems Development Director

The Vice President for Academic and Student Affairs, and the Vice President for Finance and Administration are Co-Chairs of the ISG.
The Co-Chairs may invite other participants to committee meetings as necessary.
The Director of Institutional Research and Development shall act as Secretary to the ISG.

II. PURPOSE

The ISG is responsible for the information strategy of Cape Cod Community College (CCCC). The Group liaisons with all external agencies and organizations requesting data or data-related reports from CCCC. The ISG guides the Administrative User Group (AUG) in its actions and supports the decisions of CCCC leadership through reports. It establishes policy regarding the types of external reports, report schedules and associated timelines of production, and report formatting. It resolves data element definition conflicts with outside agencies and organizations. The Information Strategy Group also establishes goals and policies related to the integration of administrative, student information, and learning management systems.

The ISG reports to the President’s Cabinet. It will provide assistance and direction to the Administrative User Group (AUG) and the Operations Group (OPS) regarding information policy.

III. RESPONSIBILITIES

The specific responsibilities of the ISG consist of, but are not limited to, the following:

- Review requests for information from local, state, Federal, and third-party organizations
- Review BHE and IPEDS data definitions and establish guidelines for interpretation of data definitions
- Create specifications for bi-annual Board of Trustee’s data reporting
- Perform analysis of reports to gauge progress against local and external benchmarks

IV. MEETINGS

The ISG shall meet on the first Tuesday of each month at 8:30AM or more frequently when deemed appropriate by the Co-Chairs of the ISG.