

TERMS OF REFERENCE

ToRID & Cte Name: **TOR10: INFORMATION TECHNOLOGY ADVISORY COMMITTEE**

Issued by: Chief Information Officer

Effective: 2015-12-01

1. PURPOSE

The purpose of this committee is to advise the Chief Information Officer (CIO) regarding:

- The allocation of information technology equipment and resources to meet business and program needs, and
- Policies and strategies to ensure that Information Technology Services (ITS) supports the mission and strategic priorities of the College.

2. DEFINITIONS

None.

3. MEMBERSHIP AND TERM OF OFFICEMembership

ITAC membership includes:

- The Chief Information Officer (Committee Chair; non-voting);
- A Dean appointed by the Senior Vice-President, Academic;
- A Chair appointed by the Senior Vice-President, Academic;
- The Associate Vice-President, Strategy and Planning;
- The Registrar (who is also Chair of the Student Services Subcommittee of ITAC);
- The Chair of the Academic IT Advisory Subcommittee of ITAC;
- A Manager or Director designated by the Vice-President, Finance and Administration;
- A Manager or Director designated by the Vice-President, Corporate Strategy and Business Development; and,
- Executive Director, Human Resources.

Term of office is at the discretion of the appointer, having due regard for committee continuity.

Resource persons may be invited to ITAC meetings at the discretion of the Chair.

4. MEETINGS AND CONDUCT OF BUSINESS**4.1. ITAC Meetings and Business**

- Meetings are held no less frequently than once per quarter, or at the call of the Chair.
- Any member may submit an agenda item with briefing note to the Chair.

COLLEGE COMMITTEES

- The Chair arranges for secretarial support for ITAC and its sub-committees.
- The Chair arranges for an agenda to be circulated in advance of each meeting.
- Quorum for meetings and conduct of business is 50% of members including the Chair or a designate.
- At the discretion of the Chair the committee may deal in-camera with confidential matters such as supplier contracts or performance. Committee members maintain the confidentiality of such matters.
- All members support decided matters.
- Meeting notes are recorded and circulated to members at the same time as the agenda for the subsequent meeting. At a minimum, meeting notes record decisions taken by the committee.

4.2. Subcommittees

Standing subcommittees of ITAC include:

- The Academic IT Advisory Subcommittee; and
- The Student Services IT Subcommittee.

ITAC may create ad hoc working groups to address particular issues.

4.3. Reporting

The Chair arranges for SLC to receive an update of ITAC priorities and any other important matters no less often than in November and May each year.

5. **AMENDMENT AND RESOLUTION**

Resolution of matters before ITAC or its sub-committees takes the form of recommendations to the CIO, or directions to ITAC member(s).

Amendment of these terms of reference may be made by the CIO.

6. **REFERENCES**

Committee Terms of Reference:

TOR21: Academic IT Advisory Subcommittee

TOR23: Student Services IT Subcommittee

7. **ADDENDA**

None.

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