

TERMS OF REFERENCE

**ToRID & Cte Name: TOR21: ACADEMIC INFORMATION TECHNOLOGY ADVISORY
SUBCOMMITTEE**

Issued by: Chief Information Officer

Effective: 2015-12-01

1. PURPOSE

Reporting through the Information Technology Advisory Committee (ITAC), the purpose of this subcommittee to advise and inform the ITAC regarding:

- The information technology (IT) needs and priorities of academic areas of the College; and
- Strategies and recommendations that ensure IT investments align with the mission and strategic priorities of the academic areas of the College

2. DEFINITIONS

None.

3. MEMBERSHIP AND TERM OF OFFICE**3.1. Membership**

Subcommittee membership includes:

- Academic Managers (or designates) from each Faculty, appointed by the respective Dean
- Chief Information Officer
- The Manager, Learning System Services.
- The Manager, Academic Technical Support Services
- A representative of the Centre for Academic Excellence (CAE) appointed by the Director, CAE.
- A faculty member, appointed by Academic Leadership Committee

Academic Manager Appointees select one of their members to act as the Subcommittee Chair. Resource persons may be invited to Subcommittee meetings at the discretion of the Chair.

3.2. Term of Office

Term of membership is at the discretion of the appointer, having due regard for Subcommittee continuity. The term of office the Chair is at the discretion of the Academic Manager members, having due regard for Subcommittee continuity.

COLLEGE COMMITTEES

4. MEETINGS AND CONDUCT OF BUSINESS

4.1. Scope of Subcommittee Function Further Defined

Members of the Subcommittee confer with their respective areas concerning topics of interest for the Subcommittee. The Chair provides updates to the Academic Leadership Team (ALT) of Subcommittee recommendations and activities, and solicits ALT feedback for the Subcommittee.

4.2. Subcommittee Meetings and Business

- The Subcommittee follows the ITAC meeting cycle, and meets in advance of each ITAC meeting.
- Any member may submit an agenda item with briefing note to the Chair.
- The Chair arranges for administrative support for the Subcommittee.
- The Chair arranges for an agenda to be made available in advance of each meeting.
- Quorum for meetings and conduct of business is 50% of appointed members including the Chair or the Chair's designate.
- At the discretion of the Chair the Subcommittee may deal in-camera with confidential matters such as supplier contracts or performance. Subcommittee members maintain the confidentiality of such matters.
- Decisions are made following the principles of consensus.
- 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 attendance, topics discussed and decisions taken by the Subcommittee.

The Subcommittee may create ad hoc working groups to address particular issues.

5. AMENDMENT AND RESOLUTION

Resolution of matters before the Subcommittee takes the form of information or recommendation to the ITAC, or directions to Subcommittee members. Amendment of these terms of reference may be made by the CIO on recommendation from ITAC or the Subcommittee.

6. REFERENCES

Terms of Reference:

TOR10: Information Technology Advisory Committee

TOR23: Student Systems IT Advisory Subcommittee

7. ADDENDA

None.

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