

TERMS OF REFERENCE

**ToRID & Cte Name: TOR23: STUDENT SERVICES 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 is to advise the Chief Information Officer (CIO) regarding:

- The information technology (IT) needs and priorities of Student Services areas of the College; and,
- Strategies and recommendations that align IT investments with the mission and strategic priorities of the Student Services areas of the College.

2. DEFINITIONS

Student Systems: These include Colleague, LFACS and other systems whose data originates from Colleague.

3. MEMBERSHIP AND TERM OF OFFICE

Subcommittee membership includes:

- The Registrar, who acts as Subcommittee Chair.
- The Associate Registrar, Systems and Project Management.
- The Systems Coordinator, Office of the Registrar.
- A Dean, appointed by the Senior Vice-President, Academic.
- An Academic Manager, appointed by the applicable Dean.
- The Student Success Leader.
- The Senior Manager, Information System Services.
- The System Analyst for the Student System.
- The Systems Analyst for Web Systems.
- The Business Analyst for Student Systems.
- The Chair, Academic IT Advisory Subcommittee.

For appointed members, the term of membership is at the discretion of the appointer, having due regard for Subcommittee continuity.

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

4. MEETINGS AND CONDUCT OF BUSINESS**4.1. Scope of Subcommittee Purpose Further Defined**

- To establish and apply ranking parameters to prioritize requests for:
 - Enhancements or development of modules within Colleague Student;
 - New reports; and,
 - New system purchases or developments which affect the Student System modules;
- To develop, maintain and monitor the strategic plan for Student System development;
- To develop an annual plan for Student System upgrades, enhancements and implementations;
- To identify deficiencies in processes utilizing the Student System modules and recommend possible solutions; and,
- To establish a process to review the use of student data by new applications beyond the Student System Modules and to establish a list of data elements that can be used by these applications.

4.2. Linkages

The Student System interfaces with other Colleague modules that are in some cases a source of data for Student Systems. To be in a position to make informed recommendations regarding Student Systems, the Subcommittee must maintain awareness of such interactions and consult with departments using these modules, and which may be impacted by Subcommittee recommendations. The Chair makes arrangements as necessary for such consultation.

4.3. Subcommittee Meetings and Business

- Meetings follow the ITAC meeting cycle, and are held in advance of each ITAC meeting.
- Any member may submit an agenda item with briefing note to the Chair.
- The Chair arranges for secretarial support for the Subcommittee.
- The Chair arranges for an agenda to be circulated in advance of each meeting.
- Quorum for meetings and conduct of business is 50% of voting members including the Chair or a delegate.
- 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.
- 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.

COLLEGE COMMITTEES

5. AMENDMENT AND RESOLUTION

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

6. REFERENCES**Terms of Reference:**

TOR10: Information Technology Advisory Committee

TOR21: Academic Information Technology Advisory

7. ADDENDA

None

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