1. **Chair**
   - Rob will be retiring as of April 27th
   - Su Cleyle recommended and has accepted the Chair Position
   - No objections - all in agreement

2. **Terms of Reference:** [https://www.mun.ca/cio/governance/Memorial_ITGC_Framework.pdf](https://www.mun.ca/cio/governance/Memorial_ITGC_Framework.pdf)
   - Question of scope for the committee and whether or not we should be reviewing the admin projects. After further discussion, agreed that it makes sense from a student life perspective
   - Concern raised about the broad nature of the committee and how we align to the outcomes of a strategic plan when various members of the committee have their own strategic plans (examples: Medicine and Student Life)
   - Agreed that decisions should align with the universities framework
   - Question around whether student research items will come to this committee – and after some discussion agreed that they should even if it were for communication purposes.
   - **ACTION:** Laura to ensure research items are brought to our committee.
   - Rob inquired as to whether or not there are areas that are not and should be represented at our committee, agreement from the committee that all areas seem to be represented.
   - Meetings – Lacksman and Steve asked if we could meet a half an hour earlier. All in agreement
   - **ACTION:** Gladys to change invite
   - May 16 is the student life conference, request to move meeting if possible
   - **ACTION:** Laura to coordinate May 16 meeting change with Gladys
   - Guiding Principles – beyond the council’s overall guiding principles should we develop ones specific to the Academic and Student Life Committee for decision making purposes an example: accessibility as a requirement for any new student system
   - **ACTION:** Laura to bring to coordinators meeting for discussion and add it to our next agenda

3. **Inventory – DRAFT for review and input**
   - Some members of the committee had problems accessing the document
   - **ACTION:** Laura to investigate
   - **ACTION:** ALL to review inventory and communicate any additions to Laura
   - Some initial items to be added to the inventory:
     - Student Response Systems
     - Lecture Capture (Medicine)
Observation Stations

- It would be helpful to identify what kind of licence has been purchased. Example: Enterprise Licence
- **ACTION: Laura** to discuss with Coordinators and discuss capturing the licence info in the Inventory Document
- Agreed the inventory highlights areas for collaboration. Example cited: Enterprise Survey tool
- Question surrounding the Microsoft enterprise licence and whether or not this committee should talk about a cohesive student Microsoft experience.
- This discussion lead to the question around the role of the committee for:
  - **Advocacy**
  - **Communication**
- **ACTION: Laura** to discuss with Coordinators and add to the next agenda

4. **Current Projects – DRAFT for review and input**

- Quick review, discussed that it was draft and that all new projects would be reflected as the council green lights them
- **ACTION: Laura** Add Digital preservation - Rosetta to the list
- **ACTION: ALL** to review project list and communicate any additions to Laura
- Guiding Principles... should be reflected in the template example (accessibility)

5. **IT Investment Proposal template – DRAFT for feedback**

- **ACTION: Laura** to add to next meeting’s agenda
- **ACTION: ALL** review proposal draft prior to next meeting

6. **Discussion: Operationalizing the framework**

- Recognized that timely decisions from the committee are required, the committee recommended that we standardize on an online collaboration tool and this should happen at the very beginning of the process. Examples (Slack, Teams, Alfresco)
- **ACTION: Laura** to discuss with coordinators and add to next meeting agenda
- Recommendation standardization across the committee
- Prioritization – the committee agrees that prioritization is not the focus for the proposals, felt there would not be enough information at the proposal stage to make prioritization decisions. Will focus on ‘green lighting’ projects/initiatives
- Willing to meet before the next time we are scheduled
- **ACTION: Gladys** to send out invite
- Agreement that Commitment and productivity is key, proposals and items on the agenda will need to be reviewed prior to the next meeting to ensure the meetings are efficient and effective
- **ACTION: Laura** to add to next agenda - Identification of best practices for the academic and student life
- Question surrounding the Visibility/Marketing of the group from a value add and collaboration perspective and developing a communications strategy

7. **Feedback for Council meeting on March 28th**

- Development of Guiding Principles / communication strategy / collaboration tools
ITGC Framework
Academic and Student Life IT Committee

March 15, 2018
1. Chair
2. Committee Terms of Reference
3. IT Inventory Draft
4. Current IT Projects Listing
5. IT Investment Proposal Draft Template
6. Discussion: Operationalizing the Framework
Authority

The Academic and Student Life IT Committee is a subcommittee of the IT Governance and Collaboration Council. Its purpose is to recommend and prioritize academic and student IT investments (new and enhancements) that align with the operational and strategic needs of the university.

For Reference:

https://www.mun.ca/cio/governance/Memorial_ITGC_Framework.pdf
**Mandate**

The Academic and Student Life IT Committee discusses priorities and requirements for systems used in teaching and learning such as (but not limited to) computer labs, educational technology, and student administration and support systems.

Responsibilities include:

- Develop and maintain an inventory of IT products and services used for academic and student life
- Evaluate and determine the priority of IT investment proposals within the Academic and Student Life IT Investment Portfolio
- Propose IT policies, standards, guidelines, and procedures related to academic and student support
- Foster communication and share expertise on IT issues and practices
Membership
The Chair shall be selected by the committee and serve a two-year term. The first Chair of the Committee will be the Director Centre for Innovation in Teaching and Learning.

Committee:
• Up to three representatives selected by Deans’ Council

• One representative from each:
  • Office of the Registrar
  • Student Life
  • Student Residences
  • Centre for Innovation in Teaching and Learning
  • Faculty of Medicine
  • Grenfell Campus
  • Marine Institute
  • Memorial Libraries
  • Ancillary Operations
  • IT Student Services Advisory Committee
  • MUN Student Union
  • Graduate Student Union
Input

The committee will seek expertise and receive recommendations from the following, including but not exclusive to:

- IT Services
- Joint Managers Group
- Units/unit heads
- University Access and Privacy Officer

Support

An Office of the CIO staff member provides administrative support to the Committee by serving as Coordinator and custodian of the Committee’s records.
Terms of Reference

Operations

- Agendas shall be developed by the Coordinator, in collaboration with the Chair. Members of the Committee may propose agenda items to be discussed in Committee meetings. Agenda items may also be suggested by anyone in the university community (e.g. non-committee members) by directly contacting the Chair or the Office of the CIO. Agendas shall be circulated to Committee members at least 5 working days prior to Committee meetings. A standing agenda item will include a review of new investment proposals received since the previous meeting.

- The Committee shall meet bi-monthly or upon the call of the Chair.

- Formal decisions will be determined by consensus. For critical decisions on which consensus cannot be reached, decisions will be made by a majority vote. A majority of the committee is required for a quorum.

- The Committee will report to the IT Governance and Collaboration Council monthly, or at the request of the Council.
# IT Governance and Collaboration Annual Schedule of Meetings

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**Committees:**
- Council
- Core IT and Security
- Research
- Academic and Student Life
- Administrative Services
IT Inventory a work in progress

Inventory listing from IT Governance Website:
https://www.mun.ca/CIO/governance

Objectives:
1. determine if a potential solution already exists
2. highlight potential collaboration opportunities
   e.g. duplication of services
3. Identify institutional priorities
   e.g. IT Services requiring upgrades or replacement

Assistance with verifying and completing inventory
DRAFT Project List:

https://www.mun.ca/CIO/governance

IT Project Listing Objectives:

1. Understand in progress projects in the Academic and Student Life Portfolio
2. Identify constraints, opportunities and risks in the portfolio
3. Understand current projects for the overall IT Portfolio
4. To identify constraints, opportunities and risks among all projects

• Add current projects from Academic and Student Life Portfolio
Proposal Objective:

- To identify the necessary variables for proposal consideration including:
  
  - problem, need, impact, strategic alignment, benefits, constraints, milestones, funding source and technical assessment

Feedback?
Operationalizing the ITGC Framework

Open discussion
Any Other Business?

Feedback for Council Meeting on March 28th?