# IT Governance and Collaboration Council

# Terms of Reference

## Authority

The IT Governance and Collaboration Council is established under the authority of Vice-Presidents Council (VPC) as a subcommittee of VPC. It is the senior body accountable for recommending university IT policies, strategies and overall governance. Its purpose is to oversee and make improvements to the university's IT Governance and Collaboration Framework and to provide advice and make recommendations to the CIO or Vice Presidents Council with respect to IT at Memorial.

## Mandate

The Council is responsible to:

- Ensure decisions are aligned strategically with institutional priorities
- Provide stewardship for those components of the university's IT investment portfolio which are within the parameters of the IT Governance and Collaboration Framework
- Receive and address key issues, decisions, and recommendations from the IT governance and collaboration committees, and other relevant committees and councils
- Refer issues, questions and plans to IT governance and collaboration committees for further study, review and/or recommendation
- Finalize investment decisions and make recommendations to the CIO
- Determine the overall priorities by combining the prioritized investment portfolios from each of the IT governance and collaboration committees
- Ensure that the framework is regularly reviewed and improved, as required
- Provide regular updates to Dean's Council on IT investments, policies, and plans

## Membership

**Chair**
The Chair shall be the Chief Information Officer of Memorial University. The Associate Vice-President Finance and Administration, Marine Institute will serve as Interim Chair until the appointment of a new CIO.

**Council**
- Chairs of each of the IT governance and collaboration committees
- Associate Vice-President (Finance and Administration), Grenfell Campus
- Associate Vice-President (Finance and Administration), Marine Institute
- Associate Vice-President (Research)
- Representation selected by Deans' Council*
- Chief Operating Officer, Faculty of Medicine
- Director, Centre for Innovation in Teaching and Learning
- Director, Information Management and Protection
- University Librarian
- Director of Student Life
- Director of Research Grant and Contract Services
- University Registrar
- Director of IT Services, St. John's Campus

Approved by VPC on September 26, 2017

- Associate Vice-President (Academic), Programs, Complement Planning and Development
- University Access and Privacy Officer, Office of the CIO
- Director of Operations, Office of the Vice-President Finance and Administration
- Manager of Strategy, Planning and Liaison, Office of the CIO (non-voting)

\* Representatives will be selected by Deans' Council after consultation about objectives and requirements. Representatives on the ITGC Council will serve a two-year term and provide regular updates to Deans' Council.

**Input**

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

- Executive
- Senate
- Senior Academic and Administrative Group (SAAG)
- Leadership Group (Grenfell Campus)
- Executive Forum (Marine Institute)
- Senior Management Committee, Faculty of Medicine

**Support**

The Manager of Strategy, Planning and Liaison, Office of the CIO provides administrative and logistical support by serving as the Secretary to the Council and custodian of the Council's records.

## Operations

**Agenda Setting**

Agendas shall be developed by the Secretary, in collaboration with the Chair. Agenda items shall be solicited in advance of the meeting from Council members. Agendas shall be circulated to Council members at least 5 working days prior to Council meetings. A standing agenda item will include a review of the overall IT investment portfolio, including any new proposals added to it.

**Frequency of Meetings**

The Council meets four times per year during October, February, May and August, or upon the call of the Chair.

**Decision Making**

Formal decisions are 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.

**Reporting**

The Council will report to VPC quarterly, or at the request for VPC. The Council will provide an annual report to the University Community.