

Faculty of Education IT Governance Committee (ITGC) Terms of Reference

Purpose

The purpose of the Faculty of Education IT Governance Committee (ITGC) is to ensure that IT is effectively governed in accordance with the Faculty of Education's strategic plan. The ITGC should focus on managing all IT risks and leverage opportunities for positioning IT in the Faculty's academic and operational strategies.

Principles

The following principles guide the ITGC:

- IT governance must be aligned with the Faculty of Education's strategic plan.
- IT should form an integral part of the Faculty's risk management plan.
- The Dean should delegate to the ITGC the responsibility for implementation of an IT governance framework.
- The ITGC should monitor and evaluate significant IT investments and expenditures.
- Fit-for-purpose and effective IT systems enable the achievement of strategic plans/ initiatives.
- IT strategy and initiatives must comply with UBC IT standards.

Membership & Composition

The composition of the ITGC will include individuals with appropriate background and experience including but not limited to academic and operational leaders from the Faculty of Education and UBC IT:

- Chair
 - Vice-Chair
 - UBC IT representative
 - Learning Services representative
 - Educational Technology Support representative
 - Graduate Programs & Research representative
 - Teacher Education representative
 - Representation from each of the four Faculty departments: ECPS; EDCP; EDST; LLED
1. Meetings will be quarterly or at more regular intervals when required.
 2. The Chair will be nominated by the Dean.
 3. The Vice-Chair will be nominated by the Chair.
 4. Additional members, or sub-committee/working group members, may be co-opted when required.
 5. Length of term served to be discussed.

Roles & Responsibilities

As the Faculty's IT governance body, the ITGC should:

1. Ensure that an IT governance charter and policies are established and implemented. This charter and policies should outline the decision-making rights and accountability framework for IT governance that will enable a desirable culture in the use of IT and provide a platform for developing the Faculty's organizational maturity.
2. Oversee the cultivation and promotion of an ethical IT governance culture and awareness of a common IT language.
3. Provide the required leadership and direction to ensure that the Faculty's IT achieves, sustains and enhances the strategic objectives of the organization.
4. Confirm that there are processes in place to ensure complete, timely, relevant, accurate and accessible IT reporting to the Dean and entire Faculty of Education community.
5. Ensure that the Faculty acquires and uses the appropriate information, technology, processes and human resources to support its programs and governance requirements in a timely and accurate manner.
6. Confirm that the expected return on investment from significant IT investments and projects is delivered.
7. Identify all risks and manage in accordance with sound risk management principles and practices.
8. Review the IT governance policy on an ongoing basis and propose amendments to be considered by the Dean.

Chair

- Leads ITGC meetings and task sub-committees or teams.
- Schedules the meetings.
- Sets the meeting agendas.
- Ensures meetings are minuted and that minutes are circulated promptly.
- Ensures that agreed follow-up actions as documented in the meeting minutes are completed.
- Provides oversight of IT decision-making, policy, governance and strategy.

Vice-Chair

- Ensures that IT outsourcing is: managed effectively; that clear needs are communicated to IT service providers; and that service level commitments and/or agreements are appropriately managed.
- Forms *ad hoc* tactical committees to resolve issues when required.
- Informs the ITGC about whether the Faculty's IT function is: on track to achieve its objectives; resilient and agile enough to adapt to strategic needs; and adequately protected from risks, such that opportunities can be proactively recognized and acted on.
- Acts as Chair when required.

UBC IT Representative

- Provides advice and guidance to the committee on IT-related issues.
- Communicates changes to the Governance Committee on IT Enterprise Architecture @ UBC as they impact the Faculty.
- Keeps the Faculty informed of new service developments or industry developments as they relate to the Faculty operational IT environment
- Ensures that Faculty IT projects receive the appropriate level of review and approval according to the PMO framework established by the Faculty.
- Ensures that operational risks are assessed and communicated, with a mitigation plan prepared for approval.
- Provides reporting on service outcomes on an established cycle.

Decision Making

Decisions are made according to the following governance mechanisms:

- A quorum of 6 members must be present for decision making at the meeting; the quorum for the ITGC is one-half the voting members plus 1 member (given there is an odd number of voting members).
- Vacancies (but not absences) on a committee are excluded when counting the voting members in order to establish the quorum; the Chair and Vice-Chair are counted as voting members.
- Once a clear strategy is in place, the Vice-Chair in consultation with the leadership of the Faculty will make day-to-day operational decisions about IT.
- Decisions of this committee will be taken as recommendations to the Dean for his final approval.

Reporting

- The ITGC will generate reports based on an analysis of IT needs and risks, to be approved by the Dean.
- The Chair or Vice-Chair will report back to the ITGC regarding the effectiveness of the IT strategy and systems.