University of Regina  
University Information Technology Steering Committee  
Terms of Reference

Purpose:

This committee has been formed to select, prioritize and implement those data, information and communication technology projects that will best achieve the vision and strategic objectives of the University. The Committee will develop any needed University wide policy with respect to data, information, and communication technology. The Committee is to accomplish its mandate through inclusive and consultative processes that it shall design and implement. This committee will advise all levels of academic, research, and administrative management on data, information, and communication technology project investments that will move the University forward in achieving its vision and strategic objectives. The Committee shall report on a periodic basis the completion status of each technology project undertaken.

This committee will:

Solicit university wide input, develop, vet and communicate a vision and strategic objectives for data, information, and communication technology within the University.

Serve a Steering Committee role for the University on instructional, administrative and research computing activities.

Provide opportunities for discussion among faculty, administration and research with respect to data, information, and communication technology issues.

Establish the format, content, and approval signatures required for data, information, and communication technology project proposal submissions to the Committee.

Establish, document, and make available the criteria upon which projects will be prioritized. In all circumstances projects will be prioritized based on the Committees’ documented assessment of overall benefit to the University.

Receive technology project proposals and make these proposals available for comment.

Establish the format for comments submitted on project proposals.

Advertise and hold meetings to hear comments on any proposal presentations.

Deliberate and prioritize the completion order of submitted projects.

Publish the final decisions of the Committee with supporting documentation.

Establish an appeal process with respect to prioritization of submitted projects.

Review progress of each project initiated and not yet completed.

Have oversight responsibility for UWGC and GASP sub-committees.
Accept briefs on policy, priority and resource issues from the sub-committees, and deliberate and provide direction on these issues and the development of any needed policies.

In approved format provide briefs on unresolved issues to the Executive Team for direction and decision.

Annually evaluate the scope and definition of internal projects undertaken by the department of Information Services on behalf of the University.

Report on a regular basis to the Executive Team.

Annually report on the progress toward achievement of the vision and strategic objectives for data, information, and communication technology within the University.

Meet at the call of the Chair.

Permanent Membership shall be as follows:

Vice President Administration - chair.
Vice President Research- vice chair

AVP Academic & Research
AVP Office of Resource Planning
AVP IS
University Librarian
Registrar

Two Year Term Members shall be selected from the University Leadership Team’s membership as follows:

2 members as appointed by Deans Council
2 members as determined and invited by the permanent membership of the Committee.

Administrative support to the committee will be supplied by Information Services.