University of Regina
General Administrative Systems Planning Sub-Committee:
Terms of Reference

Purpose:

This sub-committee will oversee the implementation of the portfolio of administrative information technology projects as prioritized for use by the University Information Technology Steering Committee (UITSC). This committee will ensure these administrative technologies are adequately maintained, upgraded and enhanced during their life. This committee will identify when existing administrative technologies need to be replaced and make formal project replacement requests to the UITSC for consideration and prioritization. This committee will identify when new administrative technology solutions are needed to expand the capabilities of the university and will make formal new project requests to the UITSC for consideration and prioritization.

This committee will:

- Oversee coordination and implementation of UITSC prioritized administrative technology projects.
- Oversee coordination of testing, application updates, and upgrades to existing administrative technologies.
- Oversee the integrity of enterprise administrative systems.
- Oversee the integration of administrative systems.
- Provide input to Information Services for communication to vendors regarding issues of specific concern to the University administrative community.
- Identify issues with policy implications and communicate these concerns in an approved briefing format to UITSC for direction and decision.
- Discuss issues of general concern, identify solutions and organize communications through Information Services to the rest of the University.
- Identify and make project proposals for new initiatives and replacements through appropriate authorizations to the UITSC for prioritization.
- Identify issues with respect to existing Information Services policy for the AVP IS or designate to take action on.
Accept briefings on policy, priority and resource issues from users, deliberate on these issues, and provide direction.

Report on a regular basis the activities of the committee to UITSC.

Meet at the call of the Chair.

Membership:

- Chair appointed by the Vice President Administration,
- one representative from each administrative department reporting to Vice President Administration as appointed at the discretion of the administrative department head,
- one representative from the following departments within Student Affairs:
  - Registrar’s Office
  - Enrolment Services
  - Student Affairs Operations
- one faculty administrator representative,
- members from Information Services as appointed by the Chair,
- other members appointed at the discretion of the Chair and existing committee members

The administrative support will be supplied to the committee by Information Services.