SCHOOL OF MEDICINE IT COMMITTEE
TERMS OF REFERENCE

1.   The IT Committee is a School of Medicine strategy committee and reports directly to the School Management Team.

2.   **Purpose**. The purpose of the committee is to consult on resources, budgetary decisions and the development of Learning Technology and IT policies and practices within the School as provided by the Learning Technology (LT) Team. It acts as a process for examining requests for new projects and services or reviewing of established policies. It provides a cross-functional perspective and concerns both staff and students.

3.   **Objectives**:

    a.   Ensure that the goals, objectives and priorities of the LT team align with the needs of the School and the overarching strategy.

    b.   Review, monitor and prioritise service delivery and projects from a cross- functional perspective.

    c.   Review new and emerging technologies and brainstorm how they could be used for the School.

4.   The LT team have a clear and published service portfolio. Requests for support and new developments are made in different ways.

    a.   Directly to the lead of the LT team (Learning Technology Consultant).

    b.   Directly to an individual member of the LT team.

    c.   By email into Medhelpdesk.

5.   Requests that fit within the standard service portfolio are automatically approved. For support and requests for new projects outwith the service portfolio then further consultation with the LT consultant and where relevant referral to the LT committee for discussion and approval will be required.

6.   The steering group for the LT team is the IT ops group which meets monthly and focuses on service delivery and current approved projects. The convener of the IT ops groups is a permanent member of the IT committee.

7.   Frequency of meetings. The IT committee will meet 3-4 times per annum. An agenda will be sought and published prior to the meeting.

8.   Decisions and reporting. Decisions are the consensus of the entire committee and should be based on the School of Medicine objectives. The minutes will be recorded by a member of the admin team. Minutes will be published on the School of Medicine SharePoint site and be visible to all staff. A yearly report will be delivered to Management Group meeting.

9.   **Membership**:

Committee role	Role within School of Medicine	Purpose of committee membership	Current job title
CHAIR	LT Consultant/ Deputy Head of School (Teaching)	Primary facilitator for LT /IT within the School and a member of senior management Understand the strategic plan of the School and have the insight and power to approve or decline projects based on resources, budgets and plans	LT Consultant
Convener of LT ops group	IT Systems administrator	Technical expert and responsible for the service delivery of the LT team	Lead IT Systems Administrator
DoT	Director of Teaching	A member of senior management. To represent both the UG and PG teaching perspective	DoT
Exe Admin	Executive Administrator	A member of senior management. To represent the senior administrative perspective and budgetary concerns	Executive Administrator
Security group lead	Convener of the LT ops security group	Provides insight and knowledge to the IT security issues	Lead Systems Developer
Rotational	Clinical Medicine rep	To represent clinical medicine	3 year max rotational
Rotational	Research group	To represent research groups and Post Docs	3 year max rotational
Rotational	Admin team	To represent the admin team	3 year max rotational
Rotational	PhD student	To represent PG students	3 year max rotational
Rotational	UG Student	To represent UG students	1 year