

Faculty of Health Sciences Database Steering Committee (FHS-DBSC)

Mandate and Purpose

The Faculty of Health Sciences (FHS) Database Steering Committee (FHS-DBSC) is part of the IT governance framework of the FHS. It serves as a sub-committee of the FHS Information Technology Committee (FHS-ITC), focusing on the FHS Database (FHS-DB).

The FHS-DB is a web application designed to provide benefit to the entire FHS by offering a solution to help facilitate key FHS specific business processes such as tenure and promotion, budgeting, clinical department merit processes, medical school preceptor payments, CV management, reporting and targeted electronic distribution lists. The FHS-DB will require continued development to meet the evolving needs of the FHS. The FHS-DB is provided as a core service to the FHS via the CSU.

The FHS-DBSC primary goals are to contribute stakeholder perspectives, provide feedback, help prioritize ongoing development enhancements and provide transparency around decision-making regarding the database.

The FHS-DBSC acts as an advisory sub-committee for the FHS-ITC but does not make any final decisions. Recommendations made by this committee will be taken to the FHS-ITC committee by the Director of IT. The FHS-DBSC also acts as an intermediary to facilitate communications and clarification of FHS-ITC decisions and priorities to operational groups.

Term

The FHS-DBSC will be a standing sub-committee, operating in 2-year terms. Membership, mandate, and term goals will be reviewed and changed as required each term. The current term of the FHS-DBSC is January 2021 - December 2023.

Specific goals of the 2021-2023 term

- To bring on-line the new FHS-DB, replacing the existing MacFACTS solution
- To prioritize the feedback collected through the various FHS-DB working groups
- To prioritize the feedback collected through the FHS MacFACTS survey
- To provide on-going client feedback regarding functionality
- To help prioritize ongoing development enhancements

Meetings & Membership

Meeting Details

- Frequency – Meetings will be held monthly for the first year, continuing bi-monthly afterwards
- Scheduling - Coordination of agendas will be the responsibility of the Co-Chairs
- Agenda/materials - to be circulated to members at least 5 days in advance of a scheduled meeting
- Administrative support (e.g. scheduling, minutes, preparing materials, etc.) will be provided by CSU

Committee Leadership (2)

- The Director of IT, FHS and the Senior Project Manager, CSU will co-chair this sub-committee

Standing Members (12)

All standing members, except for the committee leadership, are subject to a 2-year term. Membership will consist of:

- Co-Chairs (2)
- Faculty Affairs Representative (1)
- Human Resources Representative (1)
- McMaster Community and Regional Education Representative (1)
- Educational Representatives (2)
- Graduate Studies Representative (1)
- Faculty Representative (1)
- Department Representation (4)
- Other standing members as needed for any term

Expectations of Members

- Be an active user of the FHS-DBSC to provide accurate and timely feedback.
- Review strategies, proposals, ideas, and provide feedback and input as a stakeholder from both a unit/program and Faculty perspective
- Engage in open dialogue, listening to and respecting the perspectives of others, as well as the final recommendations made by the sub-committee and by the FHS senior leadership
- Support continuous improvement, enhancement, alignment, and collaboration on best practices related to security, data privacy, data retention and integration with other solutions on campus
- Be prepared to discuss the items under consideration by reviewing materials before meetings
- Attend at least half of the scheduled meetings per year. If unable to attend, send regrets or a designate and provide comments on the material to the Chair in advance of the meeting.

Last Updated: October 2021