

# Faculty of Health Sciences, Information Technology Committee (FHS-ITC)

## Mandate and Purpose

The Information Technology Committee (ITC) is part of the governance framework of the Faculty of Health Sciences and brings a Faculty-wide perspective to planning, prioritizing and coordinating the delivery of Information Technology (IT) services in the best interest of the Faculty of Health Sciences (FHS). It provides a forum for information-sharing across FHS and between FHS and the broader University.

The purpose of the committee is to facilitate the identification of common needs, prioritize projects, contribute stakeholder perspectives on the FHS IT vision and strategy, and provide transparency around decision-making. The committee will discuss strategies, ideas, and proposals, providing input into decision making with a particular focus on risk, cost, innovation, consistency and functionality, as well as breadth and depth of impact within FHS and potentially in other areas of the University. The FHS-ITC acts as an advisory committee for the Dean and Vice-President (VP) and the Faculty leadership and provides recommendations but does not make final decisions. Recommendations made by this committee to the Dean & VP will be taken to Faculty Executive for formal approval, if required.

## Expectations of Members

- Review strategies, proposals, and ideas, providing feedback and input as a stakeholder of a unit/program and as a member of the FHS
- Support the development of recommendations for consideration by the Dean & VP, FHS and other governance committees
- Engage in open dialogue, listening to and respecting the perspectives of others, as well as the final decisions made by the committee and by the FHS senior leadership
- Support the FHS IT unit's commitment of continuous improvement alongside its aim to enhance alignment and collaboration for IT activities within FHS and across the University
- Prepare for committee meetings by reviewing materials and being prepared to discuss the items under consideration
- Attend at least half of the scheduled meetings per year; send regrets and comments on the material to the Chair if unable to attend

## Committee Leadership

- The Director IT, FHS will be the permanent co-chair for this committee.

## Standing Members (11)

- Director IT, FHS (Chair)
- Executive Vice-Dean and Associate Vice-President, Academic
- Vice Dean, Education
- Vice Dean, Research
- Vice-Dean of Health Science and Associate Dean of Graduate Studies (Health Sciences) (or Designate)
- Vice Dean and Director, School of Nursing (or Designate)
- Vice Dean and Director, School of Rehabilitation Sciences (or Designate)
- Assistant Vice-President, Faculty of Health Sciences
- Assistant Vice President & Chief Technology Officer
- Chief Operating Officer, Faculty of Health Sciences
- Special Advisor to the Vice President Research
- Director of Research & High-Performance Computer (RHCPs) (or Designate)

## Appointed Members (4)

- Members will be nominated by the FHS Faculty Executive committee for three-year terms.
- In the first instance, two of these positions will be held for a condensed 2-year term to ensure offset end dates for the appointed members.

## Meeting Details

- Frequency - monthly for the first year, then for discussion
- Agenda/material to be provided at least 5 days in advance of the scheduled meeting.
- Coordination of meetings and proposing agendas will be the responsibility Co-Chair (Director of IT).
- CSU will provide administrative support including scheduling, taking minutes, and preparing meeting materials.

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