

Faculty of Health Sciences Web Steering Committee (FHS-WSC)

Mandate and Purpose

The Faculty of Health Sciences (FHS) Web Steering Committee (FHS-WSC) is part of the IT governance framework of the FHS, serves as a sub-committee of the FHS Information Technology Committee (FHS-ITC), and focuses on the implementation of the FHS website strategy.

Website delivery is a key priority for the FHS and requires proactive management and continued development and support for enhancements necessary to meet the evolving needs of the FHS. The delivery of public-facing websites is provided as a core service to the FHS via a partnership between the FHS Computer Services Unit and FHS public relations.

The primary goals of the FHS-WSC are to identify common needs, prioritize projects, contribute stakeholder perspectives and feedback on the FHS web vision and strategy to the FHS-ITC, and provide transparency around decision-making. The sub-committee will also engage with Media Production Services (MPS) on the MacSites development roadmap, providing feedback, strategies, ideas, and defining desired functional enhancements.

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

Term

The FHS-WSC 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-WSC is January 2022-December 2023.

Specific goals of the 2022-2023 term

- Solicit and summarize stakeholder feedback from FHS groups on website requirements
- Help set criteria for prioritizing web sites development
- Help prioritize ongoing development enhancements
- Help develop best practices for FHS websites
- Help develop a support and maintenance plan for the FHS websites

Meetings & Membership

Committee Leadership

- The Director of Public Relations/Communications, FHS and the Director of IT, FHS will serve as co-chairs of this sub-committee

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

Standing Members (9)

All standing members, except for the sub-committee leadership, are subject to a 2-year term.

Membership will consist of:

- FHS Co-Chairs (2)
- FHS School Representatives (3)
- FHS Researcher Representative (1)
- Media Production Services Representative (1)
- University Technology Services Representative (1)
- Central Marketing Department Representative (1)
- Other standing members as needed for any term

Expectations of Members

- 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 across the FHS and with other campus groups on best practices related to web services, AODA compliance, branding, security, marketing, etc.
- 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: January 3, 2022