# Administrative Information Committee

A sub-committee of the
University Information Governance council

## Overview

This document provides the terms of reference and the governance structure for information management (IM) and information technology (IT) initiatives related to the administrative portfolio at the University of Ottawa.

This governance structure will contribute to make relevant and timely decisions, to create and stimulate the critical dialogue that will lead to better and more informed decisions, and increase the transparency and the level of collaboration between IM/IT and its administrative partners.

## Mandate

The primary mandate of the Administrative Information Committee is to:

- Make recommendations to the Council to ensure that the IM/IT initiatives and projects that are undertaken are aligned with the administrative strategic priorities and direction.
- Ensure administrative objectives are appropriately supported by IM/IT initiatives and services.
- Provide feedback, input and identification of administrative impact on institutional IM/IT initiatives and projects.
- Adoption / change management (Act as champion).
- Communicate with respective team on upcoming IM/IT initiatives.
- Bring forward areas of interest to the committee.

## Specific Objectives

In practice, this responsibility is carried out by performing the following functions:

1. Ensure the existing IT solutions and proposed projects are aligned with the University's administrative strategic goals and tactical objectives.
2. Advise, receive and review policies regarding information management as well as technology used in the administrative portfolio, software used to support administrative activities, and ensuring the security, integrity and access of data.
3. Receive, review, prioritize, approve and make recommendations about proposed IM/IT initiatives that have an impact on administrative activities. Set overall project direction and priorities for information technology.
4. Review and approve the scope of IT administrative projects, along with risk mitigation strategies.
5. Provide an oversight on key deliverables and milestones of IT administrative projects and initiatives.
6. Receive regular reports from other subcommittees and working groups created for specific business needs.
7. Make recommendations for IT investment and other related strategic issues to the University Information Governance Council.

## Membership

The Committee is chaired by the AVP, Financial Resources.
Members are:

- AVP, Financial Resources (chair)
- Office of the Provost
- Office of the CIO (Senior Director, IT Solutions)
- Director, Information Management
- Dean (2)
- AVP, Human Resources
- AVP, Facilities
- Director, Office of Risk Management
- Director, Alumni Relations
- Registrar
- CAO (1)
- Director, Institutional Research and Planning
- Ex. Director, Communications

## Meetings

- 3 to 4 times per year, or as required by the chair.
- The chair is responsible for maintaining the agenda, minutes and action items.
- Members are not allowed to delegate their authority to someone else without prior consent from the chair.

## Quorum

To have quorum for decision-making, a minimum participation is required of:
- At least 50% of the membership present at the meeting.

## Reporting and Communication

The Administrative Information Committee reports to the University Information Governance Council, part of a broader IM/IT governance at the University.

Working groups may be created as needed to deal with specific issues arising from the governance of the council or the Administrative Information Committee.

## History of changes to the Terms of Reference

| Revision | Author of change | Date | Comments |
|---|---|---|---|
| 0.1 | Celeste Dubeau | 16-Avr-2019 | First draft for comments |
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