IT Executive Steering Committee

Purpose:

Help IT leadership across UBC maximise institutional value from IT investments and practices.

Objectives:

Determine policies and principles for IT services across all of UBC, e.g.:

- discuss and endorse common IT management practices and solutions of institutional value
- support development of Board policies, procedures and guidelines with respect to IT

Set priorities for IT activities across all of UBC in line with UBC's strategic needs, e.g.:

- interpret UBC's strategic commitments for IT leadership across UBC
- prioritise options for the IT community to adopt shared solutions

Directly oversee investment decisions out of an institutional IT projects fund, e.g.:

- support the creation of a fund for institutional IT projects not supported by other governance committees
- approve dollar commitment to project work of institutional value

Support common IT principles among university leadership and our general community.

Discussion inputs:

- Teaching and research IT needs as expressed by the academic community
- Administrative IT needs as expressed by the non-academic community
- Institutional policies and strategic directions
- Technology opportunities and risks as expressed by the CIO and other members of the IT community
- Proposed IT policies, strategies and high-level architectural directions
- Discussion and information topics brought forward by other Steering Committees and Advisory Groups within UBC's IT Governance framework

Discussion outcomes:

- Strategic direction for institutional IT policies, service delivery methods, technology solutions and investments
- Strategic priorities for the use of IT funding
- Recommendations concerning significant, institution-wide risks and issues associated with IT

Membership:

The Executive Steering Committee is comprised of:

- Four permanent members:
    - the Provost & VP Academic
    - the VP Finance, Resources and Operations
    - the Chief Information Officer (non-voting)
    - the University Registrar (Chair)
- Up to five Deans or Principals, who will be asked by the permanent members to join the Committee on a rotation basis.

Committee Chair:

The University Registrar chairs the Executive Steering Committee. The role of the Chair is to:

- Schedule the meetings
- Set the meeting agendas
- Lead the meetings
- Ensure meetings are minuted and minutes are circulated promptly
- Ensure that agreed follow-up actions as documented in the meeting minutes are completed

Procedures:

- The Executive Steering Committee will meet at a minimum three times a year
- A minimum attendance of two out of four permanent members and two Deans/Principals constitutes a quorum
- One vote per committee member; proxies are not permitted
- Urgent consultations and decisions may be requests for extraordinary needs through email circulation at the discretion of the Chair.