

<u>Present Terms of Reference</u>	<u>Revisions</u>
<p>VII Senate Information Systems Committee</p> <p>Approved by Senate November 26, 2004 Revised: 2005; April 23, 2007; February 26, 2010</p> <p>Seven (7) days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.</p> <p>Quorum: Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.</p> <p>Composition:</p> <ol style="list-style-type: none"> 1. Vice-President (Administration & Finance) 2. One representative from each Faculty (8) 3. Three students, at least one of whom must be a graduate student. Undergraduate student member(s) shall be elected by Senate on the recommendation of LUSU; graduate student member(s) shall be elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner. 4. One representative from the Library 5. One representative of the Technology Services Centre 6. One representative from the Office of Continuing Education & Distributed Learning 7. Director of the Instructional Development Centre <p>Terms of Office</p> <ol style="list-style-type: none"> 1 ex officio 2 three-year terms (renewable) 3 one-year terms (renewable) 4, 5, & 6 one-year terms (renewable) 7 ex officio <p>Organization</p> <ol style="list-style-type: none"> 1. Chair: to be elected annually by the Committee from among the members of the Committee holding academic appointment 2. Secretary: elected by and from the Committee 3. Administrative Office: Technology Services Centre <p>Terms of Reference</p> <p>To enhance effective access to institutional information systems by students, faculty and staff.</p>	<p>VII Senate Academic Information Systems Technologies Committee</p> <p>Approved by Senate November 26, 2004 Revised: 2005; April 23, 2007; February 26, 2010; Date</p> <p>Seven (7) days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.</p> <p>Quorum: Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.</p> <p>Composition:</p> <ol style="list-style-type: none"> 1. Provost & Vice President (Academic) 2. Vice-President (Administration & Finance) 3. One full-time faculty member representative from each academic Faculty (8) 4. Three students, at least one of whom must be a graduate student. Undergraduate student member(s) shall be elected by Senate on the recommendation of LUSU; graduate student member(s) shall be elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner. 5. One representative from the Library 6. One representative of the Technology Services Centre 7. One representative from the Office of Continuing Education & Distributed Learning 8. Director of the Instructional Development Centre 9. One full-time faculty member from the Orillia campus <p>Terms of Office</p> <ol style="list-style-type: none"> 1 & 2 ex officio 3,2 three-year terms (renewable) 4 one-year terms (renewable) 4,5 & 6 one-year terms (renewable) 7 & 8 ex officio <p>Organization</p> <ol style="list-style-type: none"> 1. Chair: to be elected annually by the Committee from among the members of the Committee holding academic appointment 2. Secretary: staff member from the University Secretariat elected by and from the Committee 3. Administrative Office: University Secretariat Office Technology Services Centre

	<ul style="list-style-type: none">• to promote and champion best practices in the use of information technology in all areas of teaching and research at Lakehead University;• to recommend to Senate general policies for the planning, development, and operation of information technology systems and services for the University;• to provide a University-wide forum for the exchange of ideas and consideration of questions related to information systems, technology and services in all aspects of the teaching and research functions of the University;• to provide liaison among other committees and University units on campus (e.g., Technology Services Centre (TSC), Library, Senate Academic Committee, Senate Budget Committee, Senate Research Committee, and Senate Teaching and Learning Committee);• to provide advice and recommendations, in consultation with the TSC, to the Provost and Vice-President Academic and Vice-President (Finance and Administration) on policy and operational issues, strategic directions, and matters concerning information systems, technology and services as they relate to teaching and research at Lakehead University;• to develop regulations, in consultation with the TSC, on matters of academic significance with respect to systems and services operated by TSC;• To provide the TSC advice regarding administrative systems and how they impact teaching and research activities.
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