

Role of the UISC

The Report of the Information Infrastructure and Services Review 2009 (IIS-09) has been presented to the Vice-Chancellor, and the recommendations contained therein have been accepted. The purpose of this letter is to set out the action being undertaken with regards those recommendations within the IIS-09 that relate directly or indirectly to the University Information Strategy Committee (UISC), and to provide guidance with respect to the activities of this Committee.

Terms of Reference of the UISC

Recommendation 1 of IIS-09 states:

The University Information Strategy Committee should have a focus on assessing the coordinated IIS strategic plans of ANU Colleges, Administrative Divisions and DoI.

This is consistent with the previous terms of reference, as set out in (now repealed) *Academic Board and University Policy Committees Rules 2008*:

13.1 The Committee may advise:

- (a) the Chair of the Committee on matters relating to the University's information infrastructure, management and services; and
- (b) the Academic Board on major issues relevant to the University's strategic plans and overarching policy; and
- (c) the Academic Board on any matter referred to the Committee by the Academic Board.

but does provide additional focus as to which matters should be brought to the UISC.

Following the repeal of the *Academic Board and University Policy Committees Rules 2008* by Council on 29 May 2009, a request was made for the establishment of the University Information Strategy Committee by decision of the Vice-Chancellor. The terms of reference presented with this request differed only marginally from those of the Committee established under the previous Rules, and together with the establishment of the Committee these were approved by the Vice-Chancellor.

A copy of the Terms of Reference are attached.

Membership of the UISC

Membership of the UISC includes one member of the academic staff of each ANU College, chosen by its Dean, with a term of appointment determined by the Chair. The original College members on the UISC were appointed for two year terms, expiring on 31 December 2008. Given the comments with regards the UISC contained in the Report of the 2008 Review of Information Infrastructure and Services (IIS-08), and the then imminent commencement of the IIS-09, no action was taken to extend appointments or otherwise deal with the resulting vacancies.

In requesting new appointments to the UISC the College Deans were requested to consider Recommendation 6:

Each College to nominate a senior staff member to act as point of contact for the strategic aspects of information infrastructure and services. It is expected that this person will be a member of, or report to, the College Executive Committee and can speak on behalf of the College on IIS matters.

In order to assist the UISC to be best placed to “focus on assessing the coordinated IIS strategic plans of ANU Colleges, Administrative Divisions and DoI” (Recommendation 1) the College representatives on the UISC should also be the “senior staff member [acting] as point of contact for the strategic aspects of information infrastructure and services” (Recommendation 6) where possible.

Terms of Reference

1. University Information Strategy Committee

- 1.1. There is to be a committee to be known as the University Information Strategy Committee.
- 1.2. Each of the following is to be a member of the University Information Strategy Committee:
 - (a) the Pro Vice-Chancellor with portfolio responsibility for information strategy;
 - (b) one member of the academic staff of each ANU College, chosen by its Dean;
 - (c) the Director, Information Services;
 - (d) the University Librarian;
 - (e) one postgraduate student appointed by the Chair of the Committee in consultation with the President of the Postgraduate and Research Students' Association Inc.;
 - (f) one undergraduate student appointed by the Chair of the Committee in consultation with the President of the Australian National University Students' Association;
 - (g) 2 members of the general staff appointed by the Chair of the Committee;
 - (h) one Head of an Administrative Division appointed by the Chair of the Committee;
 - (i) any additional members appointed by the Chair of the Committee.
- 1.3. The Chair of the Committee is to be the Pro Vice-Chancellor with portfolio responsibility for information strategy.
- 1.4. The term of appointment of each appointed member of the Committee is to be determined by the Chair of the Committee.

2. Terms of reference of University Information Strategy Committee

- 2.1. The Committee may advise the Chair of the Committee on:
 - (a) matters relating to the University's information infrastructure, management and services; and
 - (b) major issues relevant to the University's strategic plans and overarching policy; and
 - (c) any matter referred to the Committee by the Chair of the Committee or a member of the University Executive.

3. University Information Strategy Committee meetings

- 3.1. The Chair of the Committee is to convene all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.
- 3.2. At a meeting of the Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.
- 3.3. The Chair of the Committee must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.
- 3.4. The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.
- 3.5. The Vice-Chancellor is to nominate officers of the University to provide secretariat and other support to the Committee.
- 3.6. At a meeting of the Committee, the Chair has a deliberative and a casting vote.