A. Background and Definitions

The Information Technology Governance and Priorities Committee (ITGPC) forms part of the decision-making framework outlined in the College’s IT Governance Policy.

Information Technology Services (ITS) is a department within the College with the responsibility and accountability to manage the IT assets of the College.

IT Portfolio refers to collection of IT programs and projects that are approved by the Executive Team to achieve college objectives and goals.

Call for IT initiatives is an annual process aligned with the College’s annual budget cycle to submit, prioritize and select projects to be included in the IT portfolio and considered for funding.

In year initiatives refers to any new initiatives that arise outside of the annual call for IT initiatives process.

B. Purpose

The purpose of this committee is to review, recommend and provide direction across the entire IT portfolio. The ITGPC is responsible for consolidating and balancing the IT portfolio, ensuring its alignment with college priorities and strategies, and making recommendations on the IT portfolio to the Vice President, Corporate Services.

C. Statements

1. Duties and Responsibilities:

   This committee is to consolidate and balance the IT portfolio across all the individual portfolio areas; administrative, teaching and learning, and research and innovation.

   a) execution of this framework and periodic review of this framework for modifications;
   b) ensure alignment of the proposed IT portfolio with the strategic, operational and security priorities of the College;
   c) review and recommend the proposed sequencing and prioritization of projects across all IT portfolios based on the recommendations of the working groups and resource availability as provided by the office of the Chief Technology Officer (CTO);
   d) recommend approval of the proposed IT portfolio to the Vice President, Corporate Services for consideration by the Executive Team;
COMMITTEE TITLE: IT Governance and Priorities Committee

2. Membership:

   Chief Technology Officer (Chair)
   Academic representatives (Dean or Centre for Academic Excellence Director) (2)
   Director, Student Services
   Corporate Services and/or Learning Services representatives (Director level/administrative) (2)
   International Division representative (1)
   Research and Innovation representative (AVP or Director level) (1)
   Associate Director, Enterprise Systems (non-voting)

   If a committee member is not able to attend a meeting, a designate may attend, retaining all the responsibilities of the member for that meeting, including the right to vote.

3. Appointments and Vacancies:

   All non-ex-officio appointments are for a two (2) year duration and will be appointed by the Vice President responsible for the area of representation.

4. Quorum:

   A minimum of half the members or alternates must be present at the meeting for purposes of decision-making.
COMMITTEE TITLE: IT Governance and Priorities Committee

5. Meeting Procedures:

   a) meetings will occur a minimum of three (3) times per year (once per semester) with additional meetings scheduled as required and at the discretion of the Chair;

   b) guests may be invited to attend committee meetings to present information or act as resources, as required;

   c) agendas and supporting documents will be distributed to committee members at least three (3) business days in advance of a meeting;

   d) the preferred method of decision making is consensus, meaning a majority approve a given course of action, but that the minority agrees to go along with the course of action, potentially with some modifications. If consensus cannot be reached, decisions will be reached by majority support;

   e) minutes will be taken to record discussions and decisions, and will be provided within three (3) business days of the meeting; and

   f) recording responsibilities: Associate Director, Project Portfolio Office (non-voting)

6. Reporting:

   a) minutes of meetings will be sent to the Executive Team for information, ensuring that any key issues or items requiring direction from the Executive Team are flagged; and

   b) through the Office of the CTO, provide regular summary reporting of the overall IT portfolio health and progress to the College Operating Group.

D. Related Documents

Policy: NC200 IT Governance

Procedure: NC200 IT Governance Procedure

Terms of Reference: Working Group: Enterprise Systems
                          Working Group: Teaching and Learning Technologies
                          Working Group: Research Technologies (under development)