A. Background and Definitions

This working group represents the interests of the major users of the College’s teaching and learning systems and applies to all common and enterprise level teaching and learning systems and technologies developed and managed anywhere at the College including, but not limited to the following:

- Learning Management Systems (LMS) and associated enterprise-level inter-operables and integrations;
- classroom and lab-based teaching multi-media technologies;
- academic computing infrastructure, hardware, software and technical support services and resources;
- open computer lab and printing services; and
- library systems.

The Teaching and Learning Technologies Working Group (TLTWG) forms part of the decision making framework put in place for IT Governance at the college. This committee is an advisory committee to the IT Governance and Priorities Committee (ITGPC).

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 the 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 working group is to provide a forum for discussion and input on information technology projects, services, and policies and procedures as they relate to the teaching and learning environments at the College. The TLTWG also contributes to the creation and execution of a common vision for the intentional adoption and integration of teaching and learning technologies to support applied, technical/vocational education at the College. As part of the annual call for IT initiatives process, TLTWG reviews and vets requests for project and services
and recommends the initial prioritization of those proposals to ITGPC for resourcing and funding consideration. In year, the group also makes recommendations about related projects based on impact and availability of resources.

C. Statements

1. Duties and Responsibilities:

a) craft a common vision for institutional teaching and learning technology systems and services which can provide broad college benefit;
b) provide input into the development of policies and college-wide procedures regarding the use of teaching and learning technologies in collaboration with other college divisions, committees and working groups;
c) provide a forum where Academic Schools can share their experiences in the use of teaching and learning technologies;
d) receive and review requests for projects, ensuring a valid business case exists;
e) assess degree of fit for new teaching and learning systems projects within the College’s strategic and operational plans;
f) review initial scorecard ranking provided by the Project Portfolio Office (PPO) and adjust priorities for project requests within the teaching and learning portfolio as required;
g) identify interdependencies, duplication or synergies of projects within the teaching and learning portfolio;
h) assess reports from the PPO to monitor progress, budget, risk and deliverables on projects and take appropriate action, as necessary;
i) in year, review project requests made outside of the annual call for IT initiatives process, where funding and resource capacity is available and proceeding will not impact the current portfolio;
j) review and recommend to the ITGPC, project changes that have a high impact on timelines, budget or deliverables;
k) identify and discuss ongoing issues and concerns that arise with teaching and learning systems and technologies used by both students and instructors;
l) coordinate the upgrade schedules of the various teaching and learning systems on campus to ensure that such upgrades don’t conflict with, or adversely affect services to the systems’ users; and
m) provide recommendations to the College’s Space Management Committee regarding educational technology requirements in classrooms, laboratories and other teaching and learning spaces.

2. Membership:

- Director, Centre for Academic Excellence (Chair)
- Associate Dean (or faculty designate) from each of the College’s Academic Division
- International Department representative (1)
- Research and Innovation representative (1)
- Library and Learning Commons representatives (one from each of the two (2) campuses)
- Non-probationary Faculty (1)
- Student Administrative Council representative (1)
- Manager, Educational Development
- Chief Technology Officer (non-voting)
- Manager, User Services (non-voting)

If a working group member is not able to attend a meeting, they may send a designate who retains all the responsibilities of the member for that meeting, including the right to vote.

3. Appointments and Vacancies:

All non-ex-officio positions are two (2) year appointments and will be appointed by the Vice President or NCSAC 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.

5. Meeting Procedures:

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

b) guests may be invited to attend meetings as required, to present information or act as resources;
c) agendas and supporting documents will be distributed to members at least three (3) business days in advance of a meeting;

d) the preferred method of decision making is by 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 modification. If consensus cannot be reached, decisions will be reached by majority support;

e) meeting notes 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

6. Reporting:

Meeting notes will be sent to the IT Governance and Priorities Committee for information, ensuring that any key issues or items requiring direction from the ITGPC are flagged.

D. Related Documents

Policy: NC200 IT Governance

Procedure: NC200 IT Governance Procedure

Terms of Reference: NC200 Committee-IT Governance & Priorities
NC200 Working Group-Enterprise Systems
NC200 Working Group-Research Technologies (under development)