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## **COMPUTER SERVICES COMMITTEE**

### **Terms of Reference**

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**Reports to:** Cabinet

**Membership:** Vice President for Academic Administration (chair)  
Director of Computer Services (secretary)  
Registrar  
Director of Communication  
PAA staff member  
One Faculty member  
Librarian  
Vice President for Financial Administration  
Vice President for Student Services  
Two students  
Others by invitation of the chair

**Appointment:** By position; faculty and staff members by appointment of the President for three-year terms; student nominated to the President by the Student Association

**Term:** Standing

**Purpose:** To develop strategy and oversee the effective operations of computer services

**Terms of Reference:**

| <b>Responsibility</b>  | <b>Power</b> |
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| To determine policies and procedures involving use of University College-owned computers and any computers connected to the campus network | To act       |
| To advise and monitor budget assigned to Computer Services   | To act       |
| To develop strategies and action plans involving University College information technology infrastructure and operations                   | To act       |
| To respond to user-initiated concerns and recommend actions to appropriate bodies  | To act       |
| To provide recommendations for technology development and  | To act       |



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| spending to other departments when appropriate                              |        |
| To recommend strategies for ongoing IT training needs for staff and faculty | To act |

**Agenda and Minutes:** Responsibility of the secretary

**Frequency and Venue:** Every two weeks or at the call of the chair

**Approved by:** Cabinet

**Date:** 2001

Revised Spring 2009

Revised March 2010