AEducation Technology Monitoring Group
Terms of Reference & Membership

Purpose

The purpose of the Education Technology Monitoring Group (ETMG) is to provide a cross-functional Group where the inter-dependencies and impact of any potential operational process, system change and/or maintenance, relevant to education technology can be reviewed and assessed in order to determine the required steps to ensure the efficient and effective running of St George's.

Scope

- Proposed business process changes relevant to education technology.
- Initiatives and Projects relevant to education technology.
- Core systems developments and calls for external development resources.
- Upgrades of education technology.

Core Members

CTiE	Baba Sheba, Head of CTiE - Chair
Representative(s) of IMBAE	Fran Gibson, Head of Centre for Biomedical Education Pippa Tostevin, Head of Centre for Clinical Education Chris Baker, Head of School, Centre for Allied Health, Lauren Farnham – Centre for Allied Health
Library & Learning Services	Verity Alison, Content & Discovery Manager
Information Services	Dan Bird, Network and Systems Manager Keith Carr, Senior Developer
Registry	Elena Nabokova-Khan, Head of Records and Reporting
Programme Administration	Noreen Kassem, Director of Education Operations
Student Experience/ Engagement	Megan Walton, Education Strategy Manager
Student Experience	James Buckley, Associate Dean for Student Experience
Learning Technology Services	Michael Downes, Head of Learning Technology Services
E-learning	Luke Woodham, Head of E-learning Unit
CTiE	Trupti Jivram, EdTech Portfolio Manager
CTiE	Dominique Spence-Polin, Centre Administrator for CTiE
Graduate School	Carwyn Hooper – Head of Graduate School

Representation from each area is essential. Where members are unable to attend, a briefed alternative representative should attend.

Affiliate Members

Student Experience	Jane Cronin-Davis, Dean of Student Welfare and Support
Library & Learning Services	Sue David, Associate Director of Information Services
Registry	Gavin Taylor, Head of Student Services
Registry	Elaine Nutley, Head of Timetabling
Registry	John Sanger, Head of Examinations
Academic	

Affiliate membership will change………

Composition

The Group comprises of 17 core members, one of whom shall serve as a member of the Information Systems Board and Education & Students Strategy Committee. The Group will invite individuals outside of the Core and Affiliate Membership where necessary, such as Change Owners who are required to be present (physically/virtually) when their change request is being considered.

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The Chair will ensure that any decisions or declarations for further information regarding a change is communicated to the appropriate cohort.

Responsibility

Subject to any further direction by the Information Systems Board and/or Education & Students Strategy Committee, the Education Technology Monitoring Group will:

1. Act as an advisory group for business process change and (wider) initiatives enabling systematic review, assessment and advice on impact, suitability and related matters, especially considering the operationalisation elements of business process change.
2. Be informed of work derived in the Development Pipeline process. Submissions under this process follow a pre-established sub-process before submission to the relevant committee/board.
3. Take responsibility to assess, assure and make recommendation to the Information Systems Board and/or Education & Students Strategy Committee on education technology change, through the submission of a Request for Change form by the Change Owner.
4. Communicate to individuals (as appropriate) who may have an indirect interest in a change and who are not part of the Core Membership or is not an active participant in relation to a specific Request for Change.
5. Support decisions made by the Information Systems Board and/or Education & Students Strategy Committee.
6. Undertake the above responsibilities in context of the St George's Mission, Ethos and Strategy.

Authority

Quorum	Half the total number of the core members (rounded down to the nearest whole number if necessary) to include at least one member from CTiE, Registry and IT Services respectively, and one member from the rest of St George's.
Type	Change Advisory Group specific to all technologies in education, reporting to the Information Systems Board and Education & Students Strategy Committee.
Frequency	Quarterly
Powers to Form	The Group may convene an emergency session as it deems necessary, for example in the case of urgent compliance-related change request.
Powers to Investigate	The Group may seek information as necessary from any member of St George's, under the authority of the Information Systems Board or Education & Students Strategy Committee.
Powers to Obtain Advice	The Group has the power to obtain legal or independent external advice, under the authority of the Information Systems Board or Education & Students Strategy Committee.
Decision Making	ETMG members will vote to recommend a change request – an agreement of 60% or above will be classed as a recommendation. ETMG has differentiated decision making powers in two principal areas:

	1. Those that are independent of the Information Systems Board and Education & Students Strategy Committee.
	   • Examples include: routine changes/adjustments necessary to continue normal operational without the need for significant resourcing.
	2. Those that are directed to Information Systems Board and Education & Students Strategy Committee for ratification and approval. In such instances, the ETMG shall submit in advance, recommendations or options.
	   • Examples include: Business process change, initiatives and projects; New CAPEX spend requirement; Demand or requirement for new or re-directed internal resource; Development pipeline and calls on external development resource; Where business risk may be introduced or augmented.

Reporting	The Group shall report to the Information Systems Board annually (usually September) and well as to ESSC.
Review of Terms	These Terms of Reference will be considered for review and approval once per year, normally at the final meeting of the academic year for implementation the following year.
Effectiveness Review	The Group will undertake a review of its own effectiveness every three (3) academic years.