**Education 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 SGUL.

**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**

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| *CTiE* | Baba Sheba, Head of CTiE - Chair |
| *Representative(s) of IMBE* | Fran Gibson, Head of Centre for Biomedical Education  Pippa Tostevin, Head of Centre for Clinical Education |
| *Representative(s) of Joint Faculty* | Iain Beith, Head of School, Allied Health, Midwifery and Social Care |
| *Library & Learning Services* | Sue David, Associate Director of Information Services |
| *Information Services* | Dan Bird (Network and Systems Manager)  Keith Carr (Senior Developer) |
| *Registry* | Angela Postill, Assistant Registrar (Systems and Records) |
| *Student Engagement* | Meg Butler, Education Strategy Manager |
| *Student Experience* | Marcus Jackson, 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, Project Manager |
| *CTiE* | Dominique Spence-Polin, Centre Project Support Officer for CTiE |

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

**Affiliate Members**

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| *Student Experience* | Aileen O’Brien, Dean of Students |
| *Registry* | Gavin Taylor, Assistant Registrar (Student Services) |
| *Registry* | Elaine Nutley, Assistant Registrar (Timetabling) |
| *Programme Administration* | Katherine Pigott, Head of MBBS Administration |
| *Student Engagement* | Jeffrey Saddington-Wiltshire, Student Engagement officer |
| *Academic Chief Examiner* | Axel Nohturfft, Chief Examiner and Course Director for the Translational Medicine Master Courses |
| *Registry* | Katie Perkins, Assistant Registrar (Examinations) |
| *Academic* | Caitlin Beavis-Hardy, Senior Lecturer in Occupational Therapy |
| *Student representative* | TBC – multiple depending on Agenda |

*Affiliate membership will change………*

**Composition**

The Group comprises of 15 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.

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 SGUL’s Mission, Ethos and Strategy.

**Authority**

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| *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 SGUL. |
| *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 SGUL, 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 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.  1. 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 a copy of its minutes following each meeting, and receive copies of the minutes or action plan of relevant sub-committees and working groups. |
| *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. |