

ISD Education Board Terms of reference

OBJECTIVES

The objective of this Board is to recommend and endorse a strategic direction for development of the ISD services to support Education and oversee the delivery of those services.

More specifically the board will oversee the following areas of development and service as identified in the ISD Strategy 2008-13 (<https://www.uea.ac.uk/is/strategies/infostrategy>):

- ISD Aim A1. Improve the physical environment
- ISD Aim A6. Improve support service provision for students and applicants
- ISD Aim A7. Improve the online and remote education environment
- ISD Aim A8. Support for curriculum and teaching development
- ISD Aim A10. Support fundraising and alumni
- ISD Aim A15. Review collection development policy
- ISD Service S1. Library resource provision¹
- ISD Service S2. IT infrastructure in teaching spaces
- ISD Service S7. Teaching systems
- ISD Service S8. Administrative and web system (SITS, intranet and Portal²)

The board is a new board that has been created in response to the recommendations made in the ISD Strategy 2008-13. All recommendations from the board will be reported via the Director of Information Services to the Information Strategy and Services Committee.

MEMBERSHIP

- Pro-vice Chancellor (Academic) or nominee - Chair
- ISD Project Manager (Teaching and Learning programme) – secretary
- Director of Information Services
- Library Director
- Assistant Director of Faculty IT Support
- Head of CSED or nominee
- Dean of Students
- Director of Taught Programmes
- Associate Dean Teaching and Learning from each Faculty or nominee
- Chair of HERIG
- Director of University Services (LTS)
- Director of University Services (ARM)
- Student Union Academic Officer

MEETINGS

The Board will meet 3 times a year and more frequently if there is a specific need. Minutes from each meeting will be lodged with ISSC.

¹ Detailed discussion on Library resource provision will continue to be managed via the Library Learning Resources Forum and reported to this board and ISSC for note

² Detailed discussion regarding web matters will be considered by a separate Web Steering Board and reported to the board and ISSC for note.