

STUDENT ADMINISTRATIVE SYSTEMS DEVELOPMENT BOARD

(formerly the SIS Project Board)

TERMS OF REFERENCE

1. Membership

Pro-Vice Chancellor (Academic) - Chair

Director of Information Services

The four Directors of University Services (or their nominee)

Four senior members of academic staff, one from each Faculty to be nominated by the Dean of Faculty

The Dean of Students

Director of Finance (or her/his nominee)

Director of Planning

Academic Officer of the Union of UEA Students

President of the Graduate Students Association

Academic Director of Taught Programmes

Academic Director of Research Degree Programmes

Assistant Director: Corporate Information Systems

The Head of Student Information Systems

The Board will have the right to co-opt appropriate persons as and when relevant, or to invite appropriate persons to attend its meetings to inform its discussions.

Terms of Reference

2. To act with delegated responsibility from ISSC to oversee the development of student administrative systems, working closely and collaboratively with other committees and working groups as appropriate, such as the ISD Educational Board.
3. To take a strategic overview of the development of Student Administrative Systems, identifying and agreeing Institutional priorities and strategic direction in order to inform the planning of an annual programme of work within Corporate Information Systems and the Student Information Systems teams.
4. To act as the primary stakeholders forum, providing strategic advice on the allocation of resources and prioritisation of development projects.
5. To champion the development and implementation of the Student Information System (SITS) and other Corporate Information Systems in the wider University community.

6. To report following each meeting to the ISSC on the development, implementation and operation of student administrative systems.
7. To receive regular reports from the Head of Student Information Systems on the development, implementation and operation of the Student Information System.
8. To receive reports, as appropriate, from Directors of University Services, the ISSC or ISD Education Board on the implementation or operation of SITS and other corporate systems and applications.
9. To act, either in its entirety or through a sub-group, as an Incident Management Team to ensure business continuity. The Chair or Director of ISD to determine when the Incident Management Team should be convened.

10. Frequency of meetings

6 meetings per academic year, with the option for the Chair to cancel up to three meetings on the advice of the Director of ISD if not required.

There shall be at least three meetings per annum, the focus of which shall be

September – to agree the Programme of Work for the Student Information Systems Team for the coming 12 months

January – to review and monitor progress against the planned Programme of Work

July – to review progress and agree priorities for the next session

Approved by Chair's Action 15 August 2011