

ISD Administrative Systems Board

TERMS OF REFERENCE

1. To take a strategic overview of the development and operation of administrative systems¹, identifying and agreeing Institutional priorities and strategic direction in order to inform the planning of an annual programme of work within Corporate Information Systems for approval by ISSC.
2. To oversee the development and operation of administrative systems, working closely and collaboratively with other committees and working groups as appropriate.
3. To review and comment on policy and procedures as appropriate.
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 Corporate Information Systems in the wider University community.
6. To receive regular reports from the Assistant Director Corporate Information Services on the development, implementation and operation of administration systems.
7. To receive reports, as appropriate, from Directors of University Services, Heads of Central Divisions, the ISSC or ISD Boards and forums on the implementation or operation of administrative systems and applications.
8. To provide reports and recommendations to other University committees as appropriate; in particular ISSC, which has the overall strategic authority for ISD services.

MEMBERSHIP

In all cases members may nominate an alternative.

- Chair of ISSC - Chair.
- Director of Information Services
- Assistant Director Corporate Information Services
- Two Heads of Central Divisions and Services
- Two Senior Faculty Managers
- Four senior members of academic staff, one from each Faculty, to be nominated by the Dean of Faculty

In attendance:

¹ It is vital that the development of Administrative Systems take account of academic requirements and in order to develop a programme of work for Administrative Systems the board will need to consult with the ISD Education Board, ISD Research Board and the Web Steering Group.

- Head of Student Administration Systems (ITCS) (secretary)
- Head of Web Team (ITCS)
- Head of Application Support (ITCS)

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.

FREQUENCY OF MEETINGS

The Board will meet at least 3 times a year and more frequently if there is a specific need. Minutes from each meeting will be reported to ISSC.