CAPILANO UNIVERSITY

Technology Steering Committee
Terms of Reference

BACKGROUND

As part of Envisioning 2030, Capilano University has identified investments in digital optimization and digital transformation as a strategic priority; a digital transformation strategy is being developed and a number of projects are already underway. IT Services is evolving beyond the delivery of technologies and services to the integration of technology through all aspect of the institution's vision and purpose.

In order to ensure that this strategy is realized, an institutional IT governance process is essential. IT governance proves its value by: aligning IT decisions with institutional strategy and stakeholder needs; improving communication between IT and the rest of the institution; ensuring executive buy-in to policy decisions and IT project and budget priorities; and integrating risk management into IT decision making.

In addition to executive level governance and oversight, IT Services is informed by good practices from the ITIL and COBIT governance frameworks when developing internal policies, processes and procedures.

PURPOSE

Technology impacts nearly every aspect of higher education, from academics and student life to research, administration, public engagement, facilities and infrastructure. The core principal of the Technology Steering Committee (TSC) is to ensure technology decisions are directly connected, driven, and motivated by the university's strategy; every technology decision is an investment, and these investments must be aligned to provide support to the goals identified in Envisioning 2030.

Key actions and decisions made by the TSC include:
- Approval of the university-wide technology vision and plan
- Strategic project prioritization and selection, and portfolio management decisions
- Resource allocation between competing priorities
- Oversight of technology risk management, including the cybersecurity strategy
- Providing transparency with regards to IT investment decisions

The TSC will meet quarterly, with additional meetings as required to provide timely and well-informed decisions. Coordination of the meetings will take place through the Chief Information Officer.

MEMBERSHIP

The committee is an executive level committee, made up of the following:
1. Members: CapU executive (President, VP Academic and Provost , VP Finance and Admin, VP Strategic Planning and Institutional Effectiveness, VP University Relations)
2. Chair: Chief Information Officer
3. Committee support: Director, IT Strategic Projects

In addition to the above membership, the TSC is informed by other committees, such as the Educational Technology Advisory Committee, and may invite subject matter experts to join meetings as needed.