Students Discussion Forum for IT initiatives
– Terms of reference –
Overview
This document provides the terms of reference and the governance structure for the Students Discussion Forum for IT initiatives.

This Discussion Forum will serve as mechanism to consult the students community about upcoming and ongoing IT initiatives, specifically to gain understanding of impacts, potential challenges, timing and required tools and support to contribute to planning and implementation success of various IT initiatives.

Mandate
The primary mandate of this group is to:
• Create an open forum to discuss with students about upcoming and ongoing IT initiatives having impact on uOttawa students;
• Identify concerns and potential barriers to succeed for projects and initiatives;
• Discuss potential solutions and contribute to change management strategies;
• Identify support and tools requirements;
• Discuss lessons learned and results of implementation;
• Discuss potential projects for students involving IT;
• Discuss potential collaboration or projects for students (credited to courses).

Exclusions:
• This meeting is not aimed at replacing existing governance, negotiations, or relationship between students and the university.

Meetings and communication channels
• Meetings will be booked on a regular basis (two per semester);
• The meetings will be co-chaired and can alternate, depending on availability;
• A Teams communications channel will also be established to facilitate ad hoc communications, consultation, and questions across organizations;
• Should there be specific subjects requiring specific focus, ad hoc discussion tables or groups may be formed, as needed or outreach to a specific, specialised group could be done to help with discussions and decisions.

Membership and Quorum
• No quorum is set for the forum proceedings, however, members are encouraged to send alternates for meetings they cannot attend, to facilitate communications and information flow;
• The meetings will be chaired by the Institutional IT Deputy CIO, and the designated IT Student Coordinator. The cochairs will ask for topics prior to every meeting and will manage the logistics of the meetings. Unless key decisions are made at the meeting, no formal minutes or records of decisions will be produced.
• The proposed membership:
  o Institutional IT Deputy CIO (Co-Chair)
  o Institutional IT Student Coordinator (Co-Chair)
  o Institutional IT student coordinator (student) and student champion (staff)
  o Volunteer Students (1 or 2 per faculty, depending on interest including undergraduate, graduate and post-graduate students, as well as international students)
  o One student from St-Paul University
  o One student from Telfer school of business
  o One representative from the student association
  o Student representative from the accessibility committee
  o TLSS representative
  o Library representative.
• The chart below describes where proceedings and key findings from the Discussion forum will be discussed.

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<thead>
<tr>
<th>Revision</th>
<th>Author of change</th>
<th>Date</th>
<th>Comments</th>
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<tr>
<td>0.1</td>
<td>K. Webster</td>
<td>January 2021</td>
<td>First draft for comments</td>
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<tr>
<td>0.2</td>
<td>K. Webster</td>
<td>February 2021</td>
<td>Updated following meeting with T. Chung, A. Erdmer, M. Bernier and A. Leroux.</td>
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<td>1.0</td>
<td>K. Webster</td>
<td>April 2021</td>
<td>Finalized with translation comments.</td>
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