**Education Technology Monitoring Group**

**Terms of Reference & Membership**

**Purpose**

The purpose of the Education Technology Monitoring Group (ETMG) is to provide a cross-functional Group where the inter-dependencies and impact of any potential operational process, system change and/or maintenance, relevant to education technology can be reviewed and assessed in order to determine the required steps to ensure the efficient and effective running of St George’s.

**Scope**

* Proposed business process changes relevant to education technology.
* Initiatives and Projects relevant to education technology.
* Core systems developments and calls for external development resources.
* Upgrades of education technology.

**Core Members**

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| *CTiE* | Luke Woodham, Director of Digital Education- Chair |
| *Representative(s) of IMBAE* | Paris Ataliotis - Head of Centre for Biomedical Education  Robert Naga - Head of Centre for Clinical Education Chris Baker - Head of School, Centre for Allied Health,  Lauren Farnham – Centre for Allied Health |
| *Library & Learning Services* | Verity Alison, Content & Discovery Manager |
| *Information Services* | Dan Bird, Network and Systems Manager  Keith Carr, Senior Developer  Enoch Peprah – Cyber Security Manager |
| *Registry* | Elena Nabokova-Khan, Head of Records and Reporting |
| *Programme Administration* | Jonathan Fee - Education Operations  Emma Embleton - Education Operations |
| *Student Experience/ Engagement* | Seema Walker, Education Strategy Manager |
| *Student Experience* | James Buckley, Associate Dean for Student Experience |
| *Digital Transformation* | Baba Sheba, Director of Digital Transformation |
| *CTiE* | Michael Downes, Head of Learning Technology Services |
| *CTiE* | Trupti Jivram, Interim Head of eLearning/EdTech Portfolio Manager |
| *CTiE* | Mandeep Chaggar - Project Support Officer |
| *Graduate School* | Carwyn Hooper – Head of Graduate School |
| *Representative Research institute* | Ariel Poliandri – Director of Research operations |

*Representation from each area is essential. Where members are unable to attend, a briefed alternative representative should attend.*

**Composition**

The Group comprises of 20 core members, one of whom shall serve as a member of the Information Systems Board and Education & Students Strategy Committee. The Group will invite individuals outside of the Core Membership where necessary, such as Change Owners who are required to be present (physically/virtually) when their change request is being considered.

The Chair will ensure that any decisions or declarations for further information regarding a change is communicated to the appropriate cohort.

**Responsibility**

Subject to any further direction by the Information Systems Board and/or Education & Students Strategy Committee, the Education Technology Monitoring Group will:

1. Act as an advisory group for business process change and (wider) initiatives enabling systematic review, assessment and advice on impact, suitability and related matters, especially considering the operationalisation elements of business process change.
2. Be informed of work derived in the Development Pipeline process. Submissions under this process follow a pre-established sub-process before submission to the relevant committee/board.
3. Take responsibility to assess, assure and make recommendation to the Information Systems Board and/or Education & Students Strategy Committee on education technology change, through the submission of a Request for Change form by the Change Owner.
4. Communicate to individuals (as appropriate) who may have an indirect interest in a change and who are not part of the Core Membership or is not an active participant in relation to a specific Request for Change.
5. Support decisions made by the Information Systems Board and/or Education & Students Strategy Committee.
6. Undertake the above responsibilities in context of the St George’s Mission, Ethos and Strategy.

**Authority**

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| *Quorum* | Half the total number of the core members (rounded down to the nearest whole number if necessary) to include at least one member from CTiE, Registry and IT Services respectively, and one member from the rest of St George’s. |
| *Type* | Change Advisory Group specific to all technologies in education, reporting to the Information Systems Board and Education & Students Strategy Committee. |
| *Frequency* | Quarterly |
| *Powers to Form* | The Group may convene an emergency session as it deems necessary, for example in the case of urgent compliance-related change request. |
| *Powers to*  *Investigate* | The Group may seek information as necessary from any member of St George’s, under the authority of the Information Systems Board or Education & Students Strategy Committee. |
| *Powers to Obtain Advice* | The Group has the power to obtain legal or independent external advice, under the authority of the Information Systems Board or Education & Students Strategy Committee. |
| *Decision Making* | ETMG members will vote to recommend a change request – an agreement of 60% or above will be classed as a recommendation.    ETMG has differentiated decision making powers in two principal areas:   1. Those that are independent of the Information Systems Board and Education & Students Strategy Committee.  * Examples include: routine changes/adjustments necessary to continue normal operational without the need for significant resourcing.  1. Those that are directed to Information Systems Board and Education & Students Strategy Committee for ratification and approval. In such instances, the ETMG shall submit in advance, recommendations or options.  * Examples include: Business process change, initiatives and projects; New CAPEX spend requirement; Demand or requirement for new or re-directed internal resource; Development pipeline and calls on external development resource; Where business risk may be introduced or augmented. |
| *Reporting* | The Group shall report to the Information Systems Board annually (usually September) and well as to ESSC. |
| *Review of Terms* | These Terms of Reference will be considered for review and approval once per year, normally at the final meeting of the academic year for  implementation the following year. |
| *Effectiveness*  *Review* | The Group will undertake a review of its own effectiveness every three (3) academic years. |