

## Education Technology Operations & Implementation Committee Terms of Reference

### Authority:

Operates with delegated authority from the Vice Dean, MD Program for the prioritization and oversight of in-envelope, platform-based education technology upgrades and enhancements.

### Purpose:

To discuss and prioritize in-envelope, platform-based education technology upgrades and enhancements, and to oversee the implementation of those upgrades/enhancements by the relevant platform lead(s).

To provide advice and make recommendations regarding in-envelope, platform-based education technology upgrades/enhancements as well as initiatives that involve out-of-envelope education technology enhancements and/or require new technologies.

### Responsibilities:

- Present and/or discuss, as appropriate, in-envelope, platform-based education technology upgrades and enhancements to assess potential implications to the MD Program's ongoing operations.
- Review and, where necessary, prioritize in-envelope, platform-based education technology upgrades and enhancements.
- Oversee the implementation of in-envelope, platform-based education technology upgrades and enhancements, and provide updates to the Vice Dean, MD Program and MD Program Executive Committee.
- Discuss, provide advice and make recommendations to program and curriculum leaders as well as the MD Program Executive Committee regarding options for initiatives that involve out-of-envelope, platform-based education technology enhancements and/or new technologies.
- As appropriate, consult widely in order to ensure discussions, advice and recommendations are well informed.

### Membership:

- Director, Operations (*Chair*)
- Manager, Curriculum
- Curriculum Project Manager
- Student Progress Coordinator, Assessment and Evaluation
- Project Manager, Accreditation
- Senior Analyst, Assessment and Evaluation
- Analyst, Assessment and Evaluation
- Manager, Assessment and Evaluation
- Associate Registrar, Admissions and Registration
- Director of Enrolment Services and Faculty Registrar
- Psychometrician and Project Manager, Assessment and Evaluation
- Office of Health Professions Student Affairs (OHPSA) representative
- Manager of Operations, MAM
- Discovery Commons representative (*in an advisory capacity*)

Guests, including vendor representatives, may be invited to present and contribute to working group discussions, at the direction of the Chair.

Please see Appendix A for a list of MD Program Education Technology Platform Leads.

**Decision-making:**

Generally, decisions regarding the prioritization of in-envelope, platform-based education technology upgrades and enhancements are arrived at by consensus following discussion. When consensus is not established, the Chair may choose to conduct a vote and/or bring the matter the Vice Dean, MD Program for consideration.

Generally, recommendations regarding options for initiatives that involve out-of-envelope, platform-based education technology enhancements and/or new technologies are arrived at by consensus following discussion. When consensus is not established, the Chair may choose to conduct a vote and/or bring the matter the Vice Dean, MD Program for consideration.

**Reporting:** Through the Chair to the Vice Dean, MD Program and MD Program Executive Committee.

**Administration:** Administrative support is provided by the Administrative Coordinator, Office of Assessment and Evaluation, MD Program.

**Schedule:** The working group normally meets monthly, at the call of the Chair.

**Approved:** April 16, 2019

**MD Program Education Technology Platform Leads**

The Education Technology Platform Leads are responsible for:

- acting a first contact for platform-based inquires
- liaising and consulting, as necessary, in response to inquires and in order to present/discuss at Education Technology Operations & Implementation Committee meetings
- present and provide updates at Education Technology Operations & Implementation Committee meetings
- participating in Education Technology Operations & Implementation Committee discussions and deliberations, etc.

<b>Platform</b>	<b>Lead(s)</b>
CPLAN	<ul style="list-style-type: none"> <li>○ Manager, Curriculum</li> <li>○ Curriculum Project Manager</li> <li>○ Student Progress Coordinator, Assessment and Evaluation</li> </ul>
Elentra	<ul style="list-style-type: none"> <li>○ Manager, Curriculum</li> <li>○ Project Manager, Accreditation</li> <li>○ Senior Analyst, Assessment and Evaluation</li> </ul>
ExamSoft	<ul style="list-style-type: none"> <li>○ Analyst, Assessment and Evaluation</li> <li>○ Senior Analyst, Assessment and Evaluation</li> <li>○ Manager, Assessment and Evaluation</li> </ul>
Kira Talent	<ul style="list-style-type: none"> <li>○ Associate Registrar, Admissions and Registration</li> <li>○ Director of Enrolment Services and Faculty Registrar</li> </ul>
Laserfiche	<ul style="list-style-type: none"> <li>○ Associate Registrar, Admissions and Registration</li> </ul>
Learner Chart	<ul style="list-style-type: none"> <li>○ Student Progress Coordinator, Assessment and Evaluation</li> <li>○ Senior Analyst, Assessment and Evaluation</li> <li>○ Manager, Assessment and Evaluation</li> </ul>
MedSIS	<ul style="list-style-type: none"> <li>○ Senior Analyst, Assessment and Evaluation</li> <li>○ Associate Registrar, Admissions and Registration</li> </ul>
OASES	<ul style="list-style-type: none"> <li>○ Manager, Curriculum</li> </ul>
Quercus	<ul style="list-style-type: none"> <li>○ Manager, Curriculum</li> </ul>
ROSI	<ul style="list-style-type: none"> <li>○ Associate Registrar, Admissions and Registration</li> <li>○ Director of Enrolment Services and Faculty Registrar</li> </ul>
Tableau	<ul style="list-style-type: none"> <li>○ Psychometrician and Project Manager, Assessment and Evaluation</li> </ul>