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
The Education Technology Platform Leads are responsible for:

- acting as a first contact for platform-based inquiries
- liaising and consulting, as necessary, in response to inquiries 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.

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<tr>
<th>Platform</th>
<th>Lead(s)</th>
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| CPLAN      | o Manager, Curriculum  
             o Curriculum Project Manager  
             o Student Progress Coordinator, Assessment and Evaluation |
| Elentra    | o Manager, Curriculum  
             o Project Manager, Accreditation  
             o Senior Analyst, Assessment and Evaluation |
| ExamSoft   | o Analyst, Assessment and Evaluation  
             o Senior Analyst, Assessment and Evaluation  
             o Manager, Assessment and Evaluation |
| Kira Talent| o Associate Registrar, Admissions and Registration  
             o Director of Enrolment Services and Faculty Registrar |
| Laserfiche | o Associate Registrar, Admissions and Registration |
| Learner Chart | o Student Progress Coordinator, Assessment and Evaluation  
              o Senior Analyst, Assessment and Evaluation  
              o Manager, Assessment and Evaluation |
| MedSIS     | o Senior Analyst, Assessment and Evaluation  
             o Associate Registrar, Admissions and Registration |
| OASES      | o Manager, Curriculum |
| Quercus    | o Manager, Curriculum |
| ROSI       | o Associate Registrar, Admissions and Registration  
             o Director of Enrolment Services and Faculty Registrar |
| Tableau    | o Psychometrician and Project Manager, Assessment and Evaluation |