

UNIVERSITY OF ABERDEEN

DIGITAL STRATEGY COMMITTEE

TERMS OF REFERENCE – AS AT 25 NOVEMBER 2021

1. COMMITTEE TITLE

DIGITAL STRATEGY COMMITTEE

2. DATE OF ESTABLISHMENT

July 2017

3. CHAIR AND ADMINISTRATIVE SUPPORT AREA

Chair: Senior Vice-Principal
Clerk: Digital & Information Services

4. PURPOSE

The Digital Strategy Committee has responsibility for the strategic direction of all Digital activities. It is guided by the Aberdeen 2040 Strategy goal of being truly Inclusive, Interdisciplinary, International and Sustainable and plays a key role in ensuring that digital activities align to the 2040 strategy and its associated implementation plans, commitments and key performance indicators going forward.

This committee will champion Digital for both our staff and students across Education, Research and Administration, promoting and communicating areas of excellence, prioritising and initiating projects, whilst embedding digital best practices across the University.

5. REMIT

- To champion the embedding of Digital activities and best practice across Education Research and Administration throughout the University, guided by the Aberdeen 2040 strategy.
- To provide a strategic forum that shapes the University's deployment and use of Digital resources, both financial and staff.
- To identify opportunities to enrich the University Digital capability and commission supporting initiatives.
- Liaise with the Project Management Office to ensure that appropriate governance and assurance is provided for all relevant work.
- To ensure rich and regular consultation with and communications support for our staff and students in the use of Digital technologies and content.
- To have accountability for the development and delivery of the University's Digital investment, in projects and initiatives.
- To approve the strategic investment of Digital funds to deliver projects and initiatives which enable the University's institutional goal of being truly Inclusive, Interdisciplinary, International and Sustainable.
- To research and horizon scan for new digital technologies, content and approaches which enable and enhance the University's goals.
- To establish sub-groups as may be required to deliver specific areas of the Committee's remit;
- To provide regular progress reports to University Senior Management for onward transmission to appropriate committees of the University
- Act as the focal point for business cases and associated bids for significant digital funding and make decisions in terms of the funding and commission of subsequent work
- To undertake Digital financial portfolio management. and, in liaison with Finance colleagues, monitor and report on the use of Digital funding

6. COMPOSITION AND MEMBERSHIP 2021-22

COMPOSITION	MEMBERSHIP
CHAIR (SENIOR VICE-PRINCIPAL)	Karl Leydecker
UNIVERSITY SECRETARY, COO	Tracey Slaven
TWO ELECTED MEMBERS OF SENATE	Murilo da Silva Baptista Dragan Jovicic
VICE-PRINCIPAL (GLOBAL STUDENT RECRUITMENT)	Alan Speight
VICE-PRINCIPAL (RESEARCH)	Marion Campbell
VICE-PRINCIPAL (REGIONAL ENGAGEMENT AND REGIONAL RECOVERY)	Peter Edwards
VICE-PRINCIPAL (EDUCATION)	Ruth Taylor
DEAN FOR ACADEMIC RESEARCH PARTNERSHIPS AND RESEARCH GOVERNANCE	Vacant
DEAN FOR EDUCATIONAL INNOVATION	Kirsty Kiezebrink
DEAN FOR INTERNATIONAL STAKEHOLDER ENGAGEMENT	Adelyn Wilson
DEAN FOR WIDENING ACCESS, ARTICULATION AND OUTREACH	Alison Jenkinson
DIRECTOR OF PEOPLE	Debbie Dyker
INTERIM DIRECTOR OF FINANCE	Phil McNaul
DIRECTOR OF DIGITAL AND INFORMATION SERVICES	Brian Henderson
INTERIM DIRECTOR OF ESTATES & FACILITIES	Duncan White
DIRECTOR OF ON-LINE & ACADEMIC REGISTRAR	Gillian Mackintosh
DIRECTOR OF PLANNING	Hulda Sveinsdottir
DIRECTOR OF RESEARCH & INNOVATION	Elizabeth Rattray
DIRECTOR OF EXTERNAL RELATIONS OR NOMINEE	Emma Forster
UNIVERSITY LIBRARIAN	Simon Bains
ASSISTANT DIRECTOR (APPLICATIONS MANAGEMENT)	Ian Robotham
ASSISTANT DIRECTOR (SERVICE MANAGEMENT)	Richard Lynch
ACADEMIC REPRESENTATION	Heather Morgan Lynsey Christie
TWO HEADS OF SCHOOL	Paula Sweeney Arash Sahraie
LEAD SCHOOL ADMINISTRATION MANAGER	Sarah Duncan
DATA PROTECTION OFFICER	Brian Henderson
PROGRAMME DIRECTOR	Mike Whymant
STUDENT REPRESENTATION	Student Association President
CENTRE FOR ACADEMIC DEVELOPMENT REPRESENTATION	Sara Preston
CLERK	Russell Moffatt
Other academic and / or professional service members may be co-opted as required.	

ACCOUNT TO BE TAKEN OF EQUALITY AND DIVERSITY IN MEMBERSHIP

7. COMMITTEE GOVERNANCE

Under Committee Governance, the following points should be noted:

- The Committee will report directly into the Policy and Resources Committee
- The Committee is expected to meet once every 6 - 8 weeks.
- The Committee will have the discretion to create sub-groups, as and where appropriate.

- Paperwork for each meeting will be coordinated in advance, and circulated by the Clerk, at least five working days prior to each meeting.