

OCUL Scholars Portal Operations and Development Committee

Terms of Reference [approved by OCUL Directors with amendments, 29 November 2019]

Purpose

This OCUL Directors-level committee works with the Scholars Portal Director and the University of Toronto Libraries (as Scholars Portal's service provider) to establish priorities, make recommendations, and identify opportunities related to Scholars Portal initiatives, activities, and services. Support, input, and direction are provided on the nature, structure, and scope of the initiatives, activities, and services, as well as on their staffing, funding, sustainability, and assessment. The Committee communicates regularly to the OCUL Directors about key issues and opportunities relevant to Scholars Portal's work.

Note: OCUL governance is in a transitional period. This Committee will carry out its objectives during this transitional period but at a later date may be transformed or disbanded as part of OCUL's governance review.

Objectives

The Scholars Portal Operations and Development Committee has the following objectives:

- To oversee planning that establishes priorities for Scholars Portal initiatives, activities, and services.
 - As part of this process, the Committee
 - Works to ensure that the initialization, development, execution, and maintenance of Scholars Portal initiatives, activities, and services are aligned with OCUL's strategic plan and annual priorities;
 - Helps identify opportunities and evaluate proposals for Scholars Portal service development and makes recommendations to the OCUL Directors on further actions to be taken;
 - Helps identify opportunities and evaluate proposals for expanding existing Scholars Portal initiatives, activities, and services to non-OCUL clients;
 - Advises on the development of processes and procedures for the management and operations of Scholars Portal;
 - Provides recommendations on the creation of committees and task groups as needed in the development of the Portal and its services;
 - Recommends approaches to the assessment of potential and existing Scholars Portal initiatives, activities, and services;

- Recommends the sunseting of activities and services as needed.
- To review, refine, and propose an annual OCUL member-funded budget for relevant Scholars Portal operations; this work is done in conjunction with the OCUL office, the University of Toronto Libraries, and the OCUL Treasurer/OCUL Financial Management Advisory Committee. The Executive Committee reviews and recommends the budget and the OCUL Directors approve the budget at the Directors Fall Meeting.
 - As part of this budgetary oversight, the Committee will
 - Review Scholars Portal staffing and funding needs for new initiatives or existing activities and services;
 - Recommend staffing and funding levels with an eye to ongoing Scholars Portal and OCUL sustainability;
 - Recommend the distribution of Scholars Portal budget surpluses.
- To foster discussion and understanding of Scholars Portal operations among the OCUL Directors and OCUL members.
 - As part of this communication,
 - Presents or co-presents information about Scholars Portal initiatives, activities, and services at OCUL Directors meetings;
 - Provides guidance to the OCUL Scholars Portal Committee (OCUL-SP) in developing communication and programming (e.g., Scholars Portal Day, Scholars Portal Roadshow) around Scholars Portal initiatives, activities, and services.

Membership and Term

Members:

- Two (2) OCUL Directors with expertise or interest in information technology and/or expertise or interest in scholarly research
- OCUL Vice Chair/Chair Elect or another member of the OCUL Executive Committee; to be determined by the OCUL Executive Committee
- Scholars Portal Operations Team Director and, as needed, Assistant Directors
- Chief Librarian, University of Toronto (ex officio), or, as needed, a representative
- OCUL-SP Chair (ex officio)
- OCUL Executive Director (ex officio)

Term:

Directors serve for two-year terms. Terms may be renewed one time for up to an additional two years. Terms are staggered with two Directors joining the committee as two leave. Directors may be nominated again after a vacancy of two years.

See note above regarding OCUL governance transitional period and its potential effect on this Committee's operations.

Appointment Process

Nominations from participants are solicited from the Directors in the spring prior to their term beginning in the fall. The OCUL Executive Committee reviews the nominations and selects the committee members. The Executive Committee's decision is reported to the OCUL Directors.

Reporting/Decision-making

The Committee reports activities and recommendations to the OCUL Executive Committee.

Communication

On an ongoing basis, the Committee will provide updates/reports to the OCUL Executive Committee. Via the Executive Committee, the Committee will provide updates/reports to the OCUL Directors at its Fall and Spring meetings.

Subcommittees and Task Groups

None yet identified.

Work Plan

None yet established.

Administrative and Financial Support

As needed.

Updated January 20, 2020