

OCUL Scholars Portal Subcommittee (OCUL-SP) – Terms of Reference

Purpose

Established in 2013, the OCUL Scholars Portal Subcommittee (OCUL-SP) advances OCUL's strategic priorities by providing a forum for discussion of the delivery of Scholars Portal services, working in collaboration with the Scholars Portal Operations Team and the University of Toronto as Service Provider. OCUL-SP was previously named as a Standing Committee and became a Subcommittee of the OCUL Scholars Portal Operations & Development Committee (OCUL-SPOD) in August 2023.

Responsibilities

OCUL-SP:

- Provides advice in the development phase of any service, or recommends to OCUL-SPOD the delegation of this responsibility to a working group reporting to OCUL-SP.
- Discusses the implementation of Scholars Portal services at member libraries and share ideas for improvement or changes.
- Leads and oversees communications initiatives regarding Scholars Portal services, including training webinars, newsletters, and the annual Scholars Portal Day.
- Generates ideas for new services for the consideration of OCUL-SPOD and the OCUL Executive Committee.

Authority

In general, OCUL-SP works by consensus with votes only undertaken in rare and exceptional circumstances. OCUL-SP makes decisions according to its terms of reference and reports to OCUL-SPOD regularly. The Chair/s of OCUL-SP are members of OCUL-SPOD. Items from OCUL-SP are brought to OCUL-SPOD for discussion and recommendation, and the OCUL-SPOD Chair will bring these to the Executive

Committee for approval or information as appropriate, at the discretion of the OCUL Executive Director and OCUL-SPOD Chair.

Working Groups

OCUL-SP consults with OCUL-SPOD when it wishes to form working groups to address short-term matters as appropriate. With OCUL-SPOD oversight, the OCUL-SP Chair/s request/s nominations by OCUL Directors to form the membership of working groups. Reports from working groups are provided to OCUL-SP for comment. Members of OCUL-SP may also be asked by the OCUL Executive Committee or Executive Director to represent the Subcommittee on other OCUL groups.

Membership

- One official member from each OCUL member institution. Members have expertise in public services, systems and/or technical services.
- One or two of the members is/are appointed OCUL-SP Chair/Co-Chairs.
- Scholars Portal Director (ex officio)
- OCUL Executive Director (ex officio)

Guests

Scholars Portal staff attend OCUL-SP meetings at the invitation of the OCUL-SP Chair/Co-Chairs.

Appointment Process

Each member institution determines its OCUL-SP member, generally a person with senior responsibility for public services, systems and/or technical services. Up to three names may be submitted by each member institution to address situations where the Executive Committee realizes there may be a need to balance expertise. In such situations, the final decision on membership remains with each institution.

Term

There is no fixed term or renewals for general member roles. The Chair/Co-Chair role is held for a term of two years, extendable for another two years. Ideally, Co-Chair terms should be staggered to ensure continuity, but this is not a requirement.

Chair

The Chair/Co-Chairs is/are members of the OCUL-SP Subcommittee and of the OCUL-SPOD Committee, appointed by OCUL-SPOD in consultation with OCUL-SP members.

The Chair/Co-Chairs is/are responsible for setting meeting agendas and moderating meeting discussions.

Meetings

- A minimum of 1, one-hour meeting every 6 weeks.
- Meetings will take place via video or teleconference.
- Between meetings, committee members will undertake specific work tasks related to the duties and purpose of the group.
- Committee members may consult between meetings by email.

Reporting

The OCUL-SP Chair/Co-Chairs prepare/s a semi-annual report on OCUL-SP activities for the OCUL Directors. The OCUL-SPOD Chair or Scholars Portal Director presents the report to the Directors semi-annually. Minutes and documents of OCUL-SP are managed by the OCUL office and made available to OCUL member library staff.

Resources and Budget

In general, OCUL-SP works via email and regular videoconference meetings. In exceptional circumstances, requests for funding for in-person meetings can be made to the OCUL Executive Director as part of the OCUL-SP annual workplan.

The administrative work of OCUL-SP is supported by the OCUL office. This includes meeting notetaking, listserv management and coordination of videoconference scheduling.

Deliverables

OCUL-SP produces an annual workplan organized according to OCUL's strategic priorities. At a minimum, the workplan lists proposed projects, including the project leads, timeframe, and estimated costs if any. The workplan should be completed by April 30 annually, in advance of the start of the fiscal year.

The workplans of OCUL-SP working groups are included in the OCUL-SP Subcommittee workplan.

Terms of Reference Review

OCUL-SP will review these terms of reference at least every three (3) years. OCUL-SPOD must approve proposed revisions.

Approved by: OCUL-SPOD

Approved on: V03 – February 2024; V02 – August 2023; V01 – July 18, 2013