

OCUL-IR Strategic Planning Subcommittee – Terms of Reference

Purpose

The OCUL-IR Strategic Planning Subcommittee identifies and tracks the key priorities that the OCUL-IR Standing Committee should pursue in support of directions identified in the OCUL strategic plan and that advance research, teaching, and learning by collaborating at scale in the development and delivery of innovative and transformative services, resources, and digital research infrastructure for Ontario's universities.

Responsibilities

The Subcommittee:

- Will identify priority areas for OCUL-IR to focus conversation and activities
- Organizes fall and spring OCUL-IR meetings, including the agenda

Authority

Created agendas, prepares meetings. Reports to OCUL-IR on activities.

Membership

- 4-6 members, OCUL-IR representatives, including the OCUL-IR chair
- OCUL Assistant Director, Information Resources and Collections

Appointment Process

Calls for members will be shared by email to the OCUL-IR listserv and nominations/appointments approved by the member's direct supervisor or Director.

Term

Terms are staggered with one- and two-year appointments to ensure continuity.

Subcommittee membership terms commence in June and conclude in May, to align with the OCUL governance cycle.

Chair

The subcommittee chair is the OCUL-IR chair. The subcommittee chair will prepare reports and updates to OCUL-IR as needed, and creates meeting agendas, schedules subcommittee meetings, adds meeting notes and agendas to SPOTDocs, and maintains SPOTDocs content for subcommittee space.

Meetings

Meetings are called by the subcommittee chair. Typically, there are two meetings prior to the spring and fall OCUL-IR meetings, one after the spring and fall OCUL-IR meetings, and any additional times as needed.

Reporting

Reports to OCUL-IR at monthly meetings, and at OCUL-IR spring and fall meetings.

Resources and Budget

The Subcommittee has access to the SPOTDocs for storing and accessing Subcommittee documents including agendas and notes. OCUL zoom is available for virtual meetings.

Deliverables

The Subcommittee provides advice and direction to the OCUL-IR Standing Committee related to projects that will allow OCUL-IR to support strategic directions identified in the OCUL strategic plan.

The Subcommittee prepares agendas for the OCUL-IR spring and fall meetings and reviews action items coming out of these meetings to recommend next steps to OCUL-IR.

Policies

While not a policy, it shall be noted that OCUL-IR and its relevant subcommittees aspires to be:

- A safe committee for all to exchange ideas and ask questions
- A welcoming group of professionals, regardless of stage of career or size of institution members are from
- Polite and respectful in communication, not just in formal OCUL-IR meetings, but also in emails between meetings

Terms of Reference Review

The Subcommittee will review these terms of reference at least every three (3) years. The OCUL-IR Standing Committee must approve proposed revisions.

Approved by: OCUL-IR

Approved on: January 2024