

## **ARUCC Groningen and Student Mobility Steering Committee**

Approved September 7, 2018

### **Terms of Reference**

#### **Vision**

Advancing national and international student mobility through trusted electronic data exchange.

#### **Purpose**

With the ultimate goals of enhancing Canada-wide data exchange capacity and creating a national network for student data exchange, the ARUCC Groningen and Student Mobility Steering Group is responsible for overseeing and steering the next stage of consultation, research, and planning on behalf of ARUCC. This work will include:

- Collaborating with key national associations to create a national data exchange network;
  - To include Pan-Canadian Consortium on Admissions and Transfer (PCCAT), the Canadian Council of Chief Information Officers (CUCCIO), and CanPESC as primary partners.
  - To include developing additional steering members, working groups, and partnerships (and MOUs as needed) to advance the project's goals within the mandate of the Steering Committee.
- Engaging, consulting, and communicating with the ARUCC membership and appropriate bodies beyond ARUCC about the work of the ARUCC Groningen and Student Mobility Steering Committee;
  - Engaging and consulting with other bodies (e.g., government and allied organizations and associations) to support creation of a Canada-wide data exchange network;
- Overseeing the creation and management of a Request for Proposal (RFP);
  - To include developing, seeking approval for, and launching a fundraising plan to support the RFP; launching the RFP; and evaluating potential responses to the RFP.
- Recommending the final model and partner(s) to the ARUCC executive for their consideration and approval;
- Identifying the appropriate governance and implementation structure for the next phases of the project for ARUCC's consideration and approval;
- Negotiating and developing a final contract(s) to implement a data exchange network; and,
- Establishing the foundation for moving forward with implementation.

#### **Governance**

The Steering Committee reports to the ARUCC Executive. As PCCAT, CUCCIO, and CanPESC are critical partners, ensuring regular reporting of activities and capturing of advice will also occur through the representatives on the Committee to these associations. Regular reporting by the Steering Chair and the CanPESC, CUCCIO, and PCCAT representatives at their respective Executive

meetings is encouraged with respect to the activities of the Steering Committee. The Steering Committee has no financial approval authority or budget and must defer to the ARUCC Executive for approval regarding any expenditures or contracts.

## Principles

The following principles guide the work of the committee:

- Maintaining a student focus.
- Respecting provincial regulatory frameworks and institutional and provincial autonomy and authority.
- Focusing on priorities and activities that advance improvements and enhancements that support student mobility and data portability.
- Building on and complementing the work of the student application and or data exchange hubs supporting postsecondary.
- Ensuring a focus on anticipating existing and future needs for the membership.
- Encouraging collaboration with core partners including PCCAT, CUCCIO, and CanPESC.
- Ensuring any recommendations of the Steering Committee are of national interest and promote evidence-based research and decision making for student mobility and data exchange and portability.

## Objectives

The objectives of Steering Committee are:

- To raise awareness and engage in consultation with the Canadian higher education community about a Canada-wide data exchange network.
  - This work includes the following:
    - Conducting research and consultation with vendors and application centres through a contracted project person;
    - Overseeing the development of a business case to guide next steps;
    - Approving, executing and supporting communications about the project to external bodies and the ARUCC, PCCAT, and CanPESC membership;
    - Identifying to the ARUCC executive committee the appropriate next stage considerations regarding funding, additional partnerships, or executive committee decisions;
    - Engaging in appropriate fundraising to support the project;
    - Developing a Request for Proposal for the purposes of hiring a vendor(s) with the capacity to create a Canada-wide data exchange network;
    - Overseeing and stewarding an RFI/P process to choose a vendor(s) or partner(s) for creating a Canada-wide data exchange network.



### **Confidentiality**

Steering group members will be exposed to material including but not limited to submissions from third parties and documentation related to a potential future request for information. This information must remain confidential unless discussion occurs with the Steering Committee and agreement is reached to share the material.

### **Membership**

The membership of the Steering Committee consists of:

PCCAT representatives (2)

CanPESC representatives (2)

ARUCC Executive representatives (3)

CUCCIO representative (Executive Director of CUCCIO, a CIO representative)

Members-at-large (as needed)

The membership of the Committee will be expanded as necessary to ensure appropriate strategic expertise as the Project evolves.

Steering Secretariat and Project Leadership Support: Joanne Duklas, Duklas Cornerstone Consulting

The committee will be chaired by Charmaine Hack, ARUCC President. The vice chairing role is held by Dr. Rob Fleming, PCCAT representative. For future Steering Committee members, efforts will be made to encourage balanced representation from across Canada and to ensure appointment nominations are supported by the ARUCC executive.