University of Otago Medical School

MB ChB eLearning and Information Communication Technology Sub-Committee (ELICT)

Terms of Reference

Purpose / Whāinga

The MB ChB eLearning and Information Communication Technology Sub-Committee (ELICT) oversees strategy and implementation of information technology to support and enhance learning.

Relationships / Hononga

The sub-committee is responsible to, and reports to, the MB ChB Curriculum Committee (MCC).

The sub-committee liaises with the MB ChB Programme Director, Deans/Associate Deans and module conveners at each site and with the Otago Medical School Manager as required.

The sub-committee liaises with other sub-committees as required.

The sub-committee has authority to:

Oversee, propose and monitor strategies for information technology and eLearning development and support within the MB ChB programme.

Liaise with Divisional and University Information Technology Services and eLearning services and committees on behalf of the MB ChB Curriculum Committee.

Request information and advice from other sub-committees and from Associate Deans Medical Education and module conveners as required to fulfil the sub-committee’s roles and functions.

Functions and tasks / Mahi

1. Advise on and recommend to the MB ChB Curriculum Committee the adoption and development of new technologies to enhance eLearning and information and communications technology for curriculum delivery and assessment throughout the medical degree programme.

2. Ensure innovations and resources are shared across Otago Medical School and encourage consistency of use across campuses.
3. Provide expertise and advice for all MB ChB eLearning and information and communications technology systems and initiatives related to curriculum delivery.

4. Liaise with the information and communications technology strategic planning and funding processes of the University and Division, and with specific information services and information technology providers.

5. In liaison with MB ChB Curriculum Committee and School curriculum sub-committees, encourage staff to develop eLearning expertise and resources where appropriate.

6. Liaise with other sub-committees on areas of shared relevance.

**Membership / Whakaurunga**

- Otago Medical School academic eLearning specialist
- An academic staff member with eLearning or information and communications technology expertise from each School, appointed by MB ChB Programme Director
- eLearning Facilitators from each campus
- Information Technology Manager, Otago Medical School
- Information Communication Technology representative for each of the schools, to be appointed in consultation with the Associate Dean Medical Education
- A Health Sciences librarian
- An Education Adviser

*Invited members (welcome but not expected to attend all meetings, to receive all documents but not counted in quorum)*

- MB ChB Programme Director
- Information Communication Technology Manager, Division of Health Sciences
- Other staff as required (information technology, academic and administration)

The convener will be appointed by the MB ChB Curriculum Committee convener and will represent the sub-committee as a member of the MB ChB Curriculum Committee, and on other committees as required.

As agreed with the Otago University Medical Students’ Association, student representation on this sub-committee is through their membership of school/campus curriculum sub-committees and the MB ChB Curriculum Committee.

**Working methods / Huarahi whakatutuki**

The sub-committee will meet regularly each year, primarily by video or audio conference as preferred by the membership, but at least once each year face to face.

MB ChB eLearning and Information Communication Technology Sub-Committee
December 2017
Quorum will comprise half the sub-committee, including at least one representative from each campus. Each individual committee member will be counted for quorum and voting by the role/s held. If quorum cannot be reached, the convener has discretion to proceed with informal meetings.

With the convener’s prior permission, a nominee may attend for a committee member to ensure representation of a specific role, subject to meeting the committee’s need for balance of skills and continuity of attendance.

When appropriate, a report of key points from each meeting will be provided to the MB ChB Curriculum Committee, including issues requiring consultation with other committees.

The sub-committee will develop and regularly review a schedule of goals and priorities, and review its membership and terms of reference annually.

The sub-committee will be supported by arrangement with the Otago Medical School central administration.

Dates for the following year should be provided to the Otago Medical School central administration for inclusion on the central meeting schedule by 1 December.
### Appendix 1

**Current membership / Rārangi kaiwhakauru**

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee membership status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Phil Blyth</td>
<td>OMS academic eLearning specialist (Convener)</td>
</tr>
<tr>
<td>Associate Professor Grant Butt (School of Biomedical Sciences)</td>
<td>Academics with eLearning or ICT expertise</td>
</tr>
<tr>
<td>Dr Lesley Gray (University of Otago, Wellington)</td>
<td></td>
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<tr>
<td>Tba (University of Otago, Christchurch)</td>
<td></td>
</tr>
<tr>
<td>Tba (Dunedin School of Medicine)</td>
<td></td>
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<tr>
<td>Nick Phillips</td>
<td>Information Technology Manager, Otago Medical School</td>
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<tr>
<td>Ross Marshall-Seeley (School of Biomedical Sciences)</td>
<td>Information technology specialist representatives from each School</td>
</tr>
<tr>
<td>Tim Young (University of Otago, Christchurch)</td>
<td></td>
</tr>
<tr>
<td>Kathryn Tsikanovski (University of Otago, Wellington)</td>
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<tr>
<td>Grant Taylor (Dunedin School of Medicine)</td>
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<tr>
<td>Richard German</td>
<td>Health Sciences librarian</td>
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<tr>
<td>Dr Tehmina Gladman</td>
<td>Education Adviser</td>
</tr>
<tr>
<td>Kimberley Johnston</td>
<td>eLearning Facilitator, Early Learning in Medicine</td>
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<tr>
<td>Dr Steve Gallagher</td>
<td>eLearning Facilitator, Dunedin School of Medicine</td>
</tr>
<tr>
<td>Scott Hallman</td>
<td>eLearning Facilitator, University of Otago, Christchurch</td>
</tr>
<tr>
<td>Dr Tehmina Gladman</td>
<td>eLearning Facilitator, University of Otago, Wellington</td>
</tr>
<tr>
<td><strong>Invited members</strong></td>
<td></td>
</tr>
<tr>
<td>Professor Tim Wilkinson</td>
<td>MB ChB Programme Director</td>
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<tr>
<td>Craig Lawson</td>
<td>Information Communication Technology Manager, Division of Health Sciences</td>
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</tbody>
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## Appendix 2. Delegations and authorities

<table>
<thead>
<tr>
<th>Strategy</th>
<th>OMS level</th>
<th>OMSE exec</th>
<th>OMSE academic board</th>
<th>MCC</th>
<th>ALM csc</th>
<th>ELM csc</th>
<th>MCC and subcommittees</th>
<th>Admissions</th>
<th>eLICIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review &amp; endorse</td>
<td>Define and end</td>
<td>Determine and direct</td>
<td>Recommend and implement</td>
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### Learning outcomes
- Approve significant changes
- Determine and direct
- Ensure distribution across modules in ALM
- Ensure distribution across modules in ELM
- Ensure distribution / coordination across modules in campus
- Moderate & Propose learning outcomes
- Support

### Opportunities
- Approve significant changes
- Delegate & approve
- Determine & direct distribution / coordination across modules, and provision of equivalence across campuses
- Support

### Assessment
- Approve significant changes
- Determine and direct
- Oversee distribution across modules in ALM
- Ensure distribution / coordination across modules in campus
- Recommend & direct

### Curriculum structure
- Approve significant changes
- Determine and direct
- Design within ALM
- Recommend and oversee implementation
- Support

### Course evaluation/QA
- Determine and direct
- Respond and implement and respond
- Recommend, implement and synthesize
- Support

### Staff support
- Direct
- Determine and recommend
- Education support

### Student support
- Direct
- Recommend

### Resources
- Provide
- Recommend

Where any cell is blank, a committee can suggest/contribute

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MB ChB eLearning and Information Communication Technology Sub-Committee December 2017