

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.

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**

Name	Committee membership status
Dr Phil Blyth	OMS academic eLearning specialist (Convener)
Associate Professor Grant Butt (School of Biomedical Sciences)	Academics with eLearning or ICT expertise
Dr Lesley Gray (University of Otago, Wellington)	
Tba (University of Otago, Christchurch)	
Tba (Dunedin School of Medicine)	
Nick Phillips	Information Technology Manager, Otago Medical School
Ross Marshall-Seeley (School of Biomedical Sciences)	Information technology specialist representatives from each School
Tim Young (University of Otago, Christchurch)	
Kathryn Tsikanovski (University of Otago, Wellington)	
Grant Taylor (Dunedin School of Medicine)	
Richard German	
Dr Tehmina Gladman	Health Sciences librarian
Kimberley Johnston	Education Adviser
Dr Steve Gallagher	eLearning Facilitator, Early Learning in Medicine
Dr Steve Gallagher	eLearning Facilitator, Dunedin School of Medicine
Scott Hallman	eLearning Facilitator, University of Otago, Christchurch
Dr Tehmina Gladman	eLearning Facilitator, University of Otago, Wellington

Invited members

Professor Tim Wilkinson	MB ChB Programme Director
Craig Lawson	Information Communication Technology Manager, Division of Health Sciences

Appendix 2. Delegations and authorities

	OMS level		MCC and subcommittees									
	OMS exec	OMS academic board	MCC	ALM csc	ELM csc	Campus csc	Map sc	Domain sc	MASC	MEREC	Admissions	eLICIT
Strategy	Review & endorse		Define and lead									
Admissions			Determine and direct									Recommend and implement
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 & recommend content and staging	Propose learning outcomes and staging			Support	
opportunities	Approve significant changes		Delegate & approve	Determine & direct distribution / coordination across modules, and provision of equivalence across campuses	Determine & direct distribution / coordination across modules in ELM	Ensure distribution / coordination across modules in campus	Oversee / monitor			Create / enable		
assessment	Approve significant changes		Determine & approve	Oversee	Ensure distribution across modules in ELM	Ensure distribution / coordination across modules in campus	Oversee / monitor			Recommend & direct	Support	
Curriculum structure	Approve significant changes		Determine and direct	Design within ALM	Design within ELM	Recommend and oversee implementation						
Course evaluation/QA			Determine and direct	Respond	Implement and respond	Implement and respond	Recommend, Implement and respond			Recommend, implement & synthesise	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