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**Student Information Systems (SIS) Product Group**

## 1. Constitution

1.1 Sub-committee of the IT Management Board (ITMB).

## 2. Scope

2.1 Bring together members of the key business areas across the University who are functional users, support, or otherwise have stake in the usage and data held within the SIS, give insight into project/developments, vendor related updates, and a forum for discussion.

2.2 Capture business priorities for system developments and improvements to ensure the needs of the wider university is considered when planning future work, feeding into the IT Management Board as appropriate.

2.3 Review Operational Support to identify themes, discuss improvements and training requirements to aid usage and identify areas for improvement.

**3. Membership**

1. The membership shall be as follows:

**Ex Officio**

* Executive Director of Student & Academic Services (Chair)
* Executive Director & Chief Information Officer (Substitute Chair)
* Associate Director, Enterprise Applications
* Head of Student Information Systems Strategy
* Head of Business Analysis
* Head of Product Development, Enterprise Applications
* Head of Product Services
* Student Information Systems Manager, Product Services
* Associate Director, Student Engagement and Centres
* Head of Student Centres and Registration
* Associate Director, Student Services
* Associate Director, Student Registry
* Head of Academic Registry and Timetabling
* Head of Student and Curriculum Records
* Curriculum Records Operations Manager
* Head of Visa Compliance
* Head of Quality Assurance
* Quality Assurance Operations Manager
* Senior Student Finance Manager
* Registration and Credit Control Manager
* Financial Controller
* Executive Director of Strategic Planning
* Head of Strategic Planning
* Associate Director, Student Recruitment and Admissions
* Head of Student Recruitment and Admissions
* Pro Vice-Chancellor, FES
* Faculty Operating Officer, FLAS
* Administrative Officer, ILS

**4. Attendance at meetings**

1. At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

**5.**  **Delegated Authority**

5.1 Identify and discuss changes that may impact processes or experience using the Student Information System. Including policy changes, potential improvements and other system changes. Ensuring wider impact assessment and need in advance of raising formal requests for change.

5.2 Prioritisation of Student Information Systems development requests that fall under the remit of the group in line with business requirements.

**6. Other Duties**

The other duties of the Committee shall be to:

6.1 Review incidents, service requests and problems raised or identified in service management and operation to identify trends, improve service, and ensure application of best practices and guidance to wider users.

6.2 Consultation with the wider business around implementation, change, service and system developments and availability to ensure stakeholder involvement and engagement.

**7. Standing Orders**

7.1 The Committee must adhere to the [Standing Orders](https://www.gre.ac.uk/docs/rep/vco/standing-orders-for-academic-and-executive-committees) for Academic and Executive Committees (attached).

7.2 The Committee shall normally meet four times per year.

October 2024

Document owner: University Secretary