



UMT Digital Campus Group (DCG) - Terms of Reference

Approved by UMT on 15 April 2025

Purpose and Function

The UMT DCG is established to provide high-level oversight in creating and overseeing the delivery of the digital roadmap and work programmes in support of UCD's academic mission and UCD's University Strategy 2030 Breaking Boundaries. The focus of the roadmap is to build on and expand the capabilities of the university digital campus across all locations where the university is active, to ensure alignment with wider campus infrastructure development and to ensure strong digital competencies are developed in our student and staff community.

It will advise and make recommendations to the UMT on emerging digital solutions, digital innovations and strategic digital investment opportunities. Furthermore it will guide the organisation in the effective use of Artificial Intelligence technologies and services.

It will focus on setting out and implementing a clear roadmap, which will inform capital strategic planning, ensuring that digital technologies are in direct support of the University's ambition in learning, research and innovation, and services. Furthermore, it will ensure collective ownership in the execution of change.

The purpose of the Digital Campus Group (DEG) is to:

- Set and implement a clear roadmap to ensure that our digital technologies support our ambitions in learning, research and innovation and services.
- Ensure a people-centric, technology-enabled ethos is clear in all aspects of the roadmap, ensuring they are customer focused, value driven and seamless across functional areas.
- Provide a focal point for recommendations from Colleges, Schools, Units and Institutes concerning advancements in digital information technology as they impact the academic mission of the University.
- Ensure faculty members and teachers have inclusive, engaging, adaptive and interactive applications available to them, and the required training, for effective teaching and learning.
- Improve the digital campus environment that students interact with providing an inclusive, seamless, engaging and supportive teaching and learning experience.
- Ensure the research community has access to best-in-class digital services, HPC and secure data management platforms to protect their data and minimise administrative burden.
- Identify and oversee initiatives to modernise the institution's digital workspaces, processes, services and infrastructure, ensuring existing and new technologies are fully leveraged.



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- Focus on streamlining administrative and academic processes through automation, data-driven decision-making and the integration of applications.
- Promote the use of data analytics and business intelligence providing insights for better student engagement, planning, resource allocation and performance monitoring.
- Oversee cybersecurity policies and programmes to protect the university's digital assets and ensure compliance with regulatory standards.
- Ensure that UCD's digital environment is well-governed, well-architected, sustainable and is a good business and technical fit to underpin UCD's critical business capabilities.
- Ensure that key success metrics are captured, measured and monitored on each project and programme of work to underline the importance of value based delivery.
- Make recommendations to the UMT on UCD's digital campus, enterprise architecture, applications and services and the prioritisation of projects that deliver the most value.
- Provide oversight of the sustainability dimension of UCD's digital campus.

Composition

- Deputy President and Registrar (Chair)
- VP Research, Innovation and Impact or nominee
- VP for Strategy and External Engagement or nominee
- Chief People Officer and Director of SIRC and Legal Services or nominee
- One nominee of each College Principal to include a cross section of faculty members with relevant expertise, a College Principal or a College Office Director (max. 6 participants)
- Chief Information Officer
- University Librarian or nominee
- Senior Director of Registry or nominee
- Director of Financial Planning
- Director of Campus Development, Energy and Sustainability
- Director of IT Governance, Risk and Compliance
- UCDSU President or nominee

The Group may co-opt additional members to ensure appropriate representation and expertise from across the University as appropriate.

The Chair may invite non-members to attend meetings as appropriate, for example to provide presentations or updates on specified agenda items.

The Group should aim to have a minimum of 40% each of male and female membership.



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The members of the Group may only nominate others to attend meetings on their behalf with the prior consent of the Chair.

The Group may establish, whether from within its own membership or otherwise, such sub-committees and advisory groups as it may think fit, to advise and report on any of the above matters.

The Group may engage with other UMT subgroups as required to ensure the coherence of user-focused digital services and transformation projects and their alignment.

The Group will project UCD's values of collegiality, creativity, inclusion, engagement, excellence, and integrity in its work and decision-making.

The minimum quorum should comprise no less than 8 with a minimum of 3 college and school representatives.

Reporting Responsibility

The UMT DCG will report to the UMT, generally in the form of minutes of the DCG meeting. Items for decision by UMT will be highlighted as such and will be accompanied by the recommendation of the Group.

Conduct of Business

The UMT DCG shall meet as required and generally 5 times per year.

Papers for the meeting will be circulated 7 days ahead of the meeting.

The Group will be supported by the UCD IT Services Project Management Office.

If the chair cannot attend the meeting they can nominate a member of the committee to chair the meeting.