

## **OCUL Scholars Portal (OCUL-SP) Committee      Terms of Reference**

### **Purpose**

OCUL-SP advances OCUL's strategic plan by overseeing the delivery of Scholars Portal services, working in collaboration with the Scholars Portal Operations Team (SPOT) and the University of Toronto as Service Provider:

1. Oversee the ongoing assessment and continual development of current Scholars Portal services, including feedback from member libraries, direct user feedback, periodic studies and ongoing performance measures.
2. Provide advice in the development phase of any service, or recommend to the OCUL Executive Committee the delegation of this responsibility to a task group reporting to OCUL-SP.
3. Oversee the development of service implementation plans and monitor their progress.
4. Generate ideas for new services for the consideration of the OCUL Planning and Assessment Committee.

### **Membership and Term**

One official member from each OCUL member institution, with no fixed term. Members have expertise in public services, systems and/or technical services. One of the members is appointed OCUL-SP Chair for a term of two years.

Ex officio members: OCUL Chair, OCUL Treasurer, Scholars Portal Director and OCUL Executive Director.

Scholars Portal staff attend OCUL-SP Committee meetings at the invitation of the OCUL-SP Chair.

### **Appointment Process**

Each institution determines its member, generally a person with senior responsibility for public services, systems and/or technical services. (Up to three names may be submitted by each institution to address situations where the Executive Committee realizes there may be a need to address an imbalance of expertise. In such situations, the final decision on membership remains with each institution.) The Chair is a member of the OCUL-SP Committee, appointed by the Executive Committee in consultation with the OCUL-SP Committee members.

### **Reporting/Decision-making**

In general, the OCUL-SP Committee works by consensus with votes only undertaken in rare and exceptional circumstances. OCUL-SP makes decisions according to its terms of reference and reports to the Executive Committee regularly. The Chair of OCUL-SP is a member of the OCUL Planning and Assessment Committee.

## **Communication**

The OCUL-SP Chair prepares a semi-annual report on OCUL-SP activities for the Directors. The Scholars Portal Director presents the report to the Directors semi-annually. Minutes and documents of OCUL-SP are managed by the Scholars Portal Director or designate and made available to OCUL member library staff.

## **Subcommittees and Task Groups**

The OCUL-SP Committee consults with the Executive Committee when it wishes to form subcommittees to address ongoing matters as appropriate, and task groups to address short-term matters as appropriate. With OCUL Executive Committee oversight, the OCUL-SP Chair requests nominations by OCUL Directors to form the membership of subcommittees and task groups. Reports from subcommittees and task groups are provided to the OCUL-SP Committee for comment.

## **Work Plan**

The OCUL-SP Committee produces an annual work plan organized according to OCUL's strategic plan. At a minimum, the work plan lists proposed projects, including the project leads, time frame and estimated costs if any. The work plans of subcommittees and task groups are included in the OCUL-SP Committee work plan.

## **Administrative and Financial Support**

The administrative work of the OCUL-SP Committee is supported by the Scholars Portal Director or designate. In general, the OCUL-SP Committee works via email, telephone or other distance means. In-person meetings are held in facilities provided by a member library at no cost. Travel and other meeting expenses are the responsibility of the OCUL-SP Committee members' institutions. OCUL has a small budget for events planned by committees or their subcommittees; requests for such funding are made to the Executive Director as part of the OCUL-SP Committee's annual work plan.