Web Services Operations Group

The Web Services Steering Committee is the sponsoring group for the web services development. It will rely on the Web Services Operations Group to provide it with information and to put into effect the strategic direction for the development of UTAS web services.

The terms of reference for the Web Services Operations Group are:

1. Quality assurance
   a. Clarify roles and responsibilities throughout UTAS
   b. Review existing policies, guidelines, standards and compliance issues
   c. Investigate and provide solutions to meet web services training needs
   d. Provide an annual report on how the University Web site is meeting user needs and benchmarks against comparative sites.

2. Communication and information gathering
   a. Establish and coordinate a Web Support Forum to receive input from faculties, institutes and divisions and to pass information and advice to them
   b. Is informed of key web related projects across the University
   c. Develop channels of communication through focus groups, surveys, etc.

3. Monitor and advise on web services projects
   a. Clarify priorities within a program of work to implement the web strategic action plan
   b. Work with faculties, institutes and divisions to facilitate project implementation
   c. Establish working groups as necessary to deliver projects

4. Provide advice to the Web Services Steering Committee
   a. Develop new policies for approval by the WSSC
   b. Develop of funding requests/business cases for referral to WSSC
   c. Inform the development of future web services strategic action plans and assist with review

5. Expert knowledge
   a. Advise on technical developments and emerging technology applicable to the University environment
   b. Advise on emerging or changing business requirements that can be improved through web services projects
   c. Monitor the Higher Education sector to keep abreast of existing and planned web services developments
Membership

The membership of the group should be wide enough to have knowledge of the range of activities to be undertaken. It is not directly representative. There must be a balance of people able to facilitate activities through their management role and others who can contribute technical knowledge.

The Executive Officer will
- provide a range of general administrative support
- facilitate communication between the Web Services Project and the University
- ensure minutes and reports are processed quickly
- coordinate sub-groups and their reporting back to WSOG

Chair - University Librarian
Executive Officer – member of Web Development Team, ITR
Manager, University Web Services

Members from
- CALT
- PRUE
- Faculty representatives (x3)
- Assoc Dean T&L
- Assoc Dean Research
- AMC
- Library
- Student Centre

Linda Luther
28 July 2008