Technology-Enhanced Learning Reference Group

Terms of Reference

The Technology Enhanced Learning Reference Group (TELRG) is a sub-committee of the Teaching and Learning Development Committee (TLDC), in accordance with *section 32* of the [TLDC Charter](#).

This Terms of Reference sets out the responsibilities and objectives of TELRG.

Introduction

1. Technology Enhanced Learning (TEL) refers to the combination of pedagogical principles and practices that support student learning with the appropriate application of electronic communications and computer-based technology. The TEQSA Guidance Note: Technology-Enhanced Learning Version 1.2 11 April 2019 (https://www.teqsa.gov.au/latest-news/publications/guidance-note-technology-enhanced-learning), indicates (page 1):

    a. TEL encompasses modes of course delivery that use a diversity of technologies, such as multimedia, video and online conferencing tools, podcasting, chat rooms and dedicated learning management systems, and;

    b. In the context of the *Higher Education Standards Framework (Threshold Standards) 2015,* TEL is interpreted broadly as any learning that occurs through the application of electronic communications and computer-based educational technology, combined with the pedagogical principles and practices that are applicable to and tailored for this purpose. This might range from augmenting face-to-face teaching with TEL in a limited way, through 'blended delivery' (with a more equal mix of the two) to fully 'online' delivery.

2. The TELRG of the Australian National University is responsible to monitor, review and discuss matters relating to TEL:

    a. at ANU;

    b. nationally, and;

    c. internationally.

Objective

3. The objective of TELRG is to provide both responsive and proactive advice on current and future developments, opportunities and risks related to TEL activities within the University, nationally and internationally, as well as to enable the operationalisation of such advice or TEL-related initiatives via;

    a. its role as a sub-committee to TLDC, including;

        i. its advisory capacity, and;

        ii. use of its resources and networks to manage working parties, including planning and coordination of working parties for TEL-related initiatives established and endorsed by TLDC

b. its liaison role between Colleges, Central Divisions and Student Associations.

Reporting

4. The Chair of TELRG sits as a member at TLDC to report on the TELRG and contribute TEL expertise in discussions, as well as support and clarify communications between the two bodies. Reporting to TLDC is both responsive and proactive.

5. A brief update for Colleges, Divisions and Student Associations will be produced following each TELRG meeting to communicate to the TLDC and their local areas (such as College Education Committee meetings), to ensure effective liaison between Colleges, Divisions and Student Associations.

Composition and tenure

6. TELRG membership comprises a mix of professional and academic staff from each college, as well as representation from student groups, and relevant central divisions of the University.

   Membership:

   a. Chair, appointed by the TLDC from within the TELRG membership;

   b. Alternate Chair, appointed from within TELRG membership;

   c. one staff member and one alternate (may be either academic or professional staff), with expertise in TEL, from each ANU College nominated by the ANU College Dean, or delegated authority;

   d. up to three representatives from the ANU Centre for Learning and Teaching, nominated by the Director, Centre for Learning and Teaching;

   e. up to three representatives from the ANU Information Technology Services, nominated by the Director, Information Technology Services;

   f. Chair or nominated representative of the Technology-Enhanced Learning User Group (TELUG);

   g. one student member and one alternate, nominated by the President of ANUSA;

   h. one student member and one alternate, nominated by the President of PARSA;

   i. one staff member and one alternate from Access and Inclusion, nominated by Deputy Registrar, Division of Student Administration and Academic Services;

   j. one staff member and one alternate from the ANU Library, nominated by the University Librarian

   k. The Chair may appoint up to two additional members, chosen for their expertise, to participate for an extended period.

   l. Observers may be invited by the Chair to contribute to specific agenda items

7. The Centre for Learning and Teaching provides secretariat support to the committee.

8. The secretariat liaises with the relevant authorities noted above to receive nominations for TELRG representation.

9. The Chair is appointed by TLDC, following a call for nominations that lasts at least two weeks.

10. The term of Chair is for a duration of two years, beginning from the first TELRG meeting that they chair. The Chair is eligible for re-appointment.

11. The Alternate Chair is appointed by the TELRG Chair, following a call for nominations that lasts at least two weeks. The Alternate Chair is eligible for re-appointment.

12. The term of Alternate Chair is for a duration of one year, from the first TELRG meeting that they are Alternate Chair.

Roles and Responsibilities

13. In its relation with TLDC and relating to the TEL aspects of teaching and learning developments and initiatives at ANU, the role of TELRG is to provide both responsive and proactive advice, as well as appropriate working-party support for planning and coordination of activities, with special focus on:

    a. opportunities to expand and improve TEL at ANU;

    b. issues affecting student and staff experiences of TEL at ANU and options to address them;

    c. national and international developments in TEL that align with University vision and strategy.

14. In supporting its interaction with TLDC, TELRG is to nurture, develop and maintain good strategic and operational relationships and communications with Associate Deans Education (or their representatives). The flagship of this role is the TELRG-ADE forum, typically held twice yearly.

15. In carrying out its liaison role between Colleges, Central Divisions and Student Associations, TELRG is to:

    a. communicate with these areas to maintain awareness of and receive feedback regarding TEL developments, initiatives and experiences at ANU;

    b. liaise with these areas to coordinate enhancements to staff and student experiences of TEL at ANU;

    c. provide advice to projects and areas regarding TEL developments and initiatives.

16. TELRG members are expected to:

    a. contribute the time needed to study and understand the issues and advice requested of TELRG, including any related papers;

    b. contribute the time needed to respond with expertise and good judgement to requests for advice, including contribution to discussion/advice papers as necessary;

c. contribute the time needed to participate collaboratively in working parties and associated activities, as needs arise and are negotiated;

d. be active in liaising with their local areas and apply good judgement to raise matters with TELRG from their local areas, as necessary.

Administrative arrangements

17. TELRG meets 6 times per year (6 weekly) on dates determined by the group by the final meeting of the preceding year.

18. Quorum is half of the current TELRG membership plus one, and must include either the Chair or Alternate Chair.

   a. Quorum is required for endorsement of advice papers.

   b. Where agreed by the group, endorsement of advice papers can be reached via out-of-session electronic communications.

19. The Centre for Learning and Teaching provides secretariat support for TELRG meetings and activities, such as joint TELRG-ADE forums.

20. The preparation of papers is the responsibility of TELRG members. Secretariat support is not provided for this purpose.

21. All documentation, including agendas, minutes, membership list, governance details, papers, etc. will be kept in a dedicated Sharepoint site.

22. The Chair and Alternate Chair develop agendas and review minutes collaboratively.

23. The secretariat supports the Chair and Alternate Chair in maintaining, preparing and reviewing agendas and minutes. Agendas and associated papers will be disseminated to TELRG members at least 7 days prior to meeting

Review

24. The Chair and Alternate Chair will review these Terms of Reference in November 2021, in consultation with TELRG. In conducting this review, the Chair will seek feedback from TLDC on the performance of its role.