

## TEL Practitioners Forum (TELPF)

### DRAFT Terms of Reference

#### Purpose

TELPF is a forum for members of the University actively involved in Technology Enhanced Learning (TEL) and provides an opportunity to:

- Discuss, engage with and inform the development and effective adoption of TEL across the University.
- Facilitate networking between colleagues who share an interest in TEL.
- Build and strengthen the relationships between members actively involved in TEL.
- Feed into the work of the TEL Steering Group.

It will allow CQSD TEL to:

- Actively consult with staff & students representatives on TEL plans and developments, and obtain feedback.
- Identify potential early adopters to undertake trials in TEL developments.

It will allow members to have an active role to:

- Feed into and inform thinking around the direction of TEL at institutional level and for TEL specific initiatives.
- Highlight and articulate the TEL needs and requirements of staff and students.
- Contribute to the forum's agenda and facilitate meeting topics.
- Preview developments in TEL technologies at an early stage and provide feedback.
- Share information and highlight external activity and events.
- Engage in an online space (Yammer Group) to facilitate sharing and communication outside of meetings

The forum is a discreet community of practice whose outputs, advice and suggestions will be fed into the work of and considered by the TEL Steering Group, as part of the University's strategy for Teaching and Learning.

The activities of the forum are designed to complement and extend existing opportunities provided by CQSD to share good practice to the wider academic community (e.g. T&L Showcases).

The forum does not replace existing formal communication channels and University structures for providing feedback about TEL related matters.

## Membership

Membership of the group will be made up of:

- Academics actively engaged in or with a working knowledge of TEL,
- Key administrators and support staff from central services who have a direct involvement in the delivery or support of TEL (to staff and / or students).
- Student reps appointed by RUSU who have an interest in learning technology and have been appointed to participate in the forum.

The membership of TELPF will be by invitation and co-ordinated by CQSD TEL. Staff can self-nominate or be nominated by a School (e.g. by an SDTL or senior colleague) for consideration (please contact Adam Bailey a.r.g.bailey@reading.ac.uk).

Membership will seek to be representative of the University's Schools and Departments. Nominations for membership will be prioritised where there are gaps in representation.

CQSD will continuously monitor membership numbers and participation to manage the effective operation of the forum.

Members of the forum can withdraw their membership of the forum at any time by notifying CQSD TEL.

Members do not need to have any formal role or responsibility for TEL in their School or Department by being a member of the forum, although members may have designated roles or responsibilities within their Department or School related to TEL.

### **Role of members**

To actively participate in the forum by contributing ideas and thoughts, as appropriate, to assist the development of TEL, based on their own knowledge and experience.

## Review

The forum will review its terms of reference and membership on an annual basis to:

- Ensure relevance and effectiveness,
- Consider amendment to its aims in order to meet the current needs of TEL and the University's strategic agenda.

## Meetings

The forum will meet on a termly basis (3 meetings during the academic year).

Additional extra-ordinary meetings may be arranged based on the needs and timescale of specific developments in TEL.

## Communication and sharing

Members will be added to a dedicated mailing list. This will be used to communicate the meeting schedule / agenda and send infrequent notifications of TEL developments that are directly relevant to or of interest to the forum.

Members will have access to a dedicated online social space (Provided by a closed group in Yammer) for the circulation of information and facilitate discussion on TEL related matters. A record of TELPF meetings will be stored here for reference.

## Definitions of key terms

CQSD – Centre for Quality, Support and Development

SDTL – School Director of Teaching and Learning

TEL – Technology Enhanced Learning

TELPF - Technology Enhanced Learning Practitioners Forum