

Technology Enhanced Learning Advisory Group

Terms of Reference

Section 1 - Establishment

(1) The Technology Enhanced Learning Advisory Group (TELAG) is a sub-committee of the Learning and Teaching Committee and is constituted to provide guidance, advice and direction to that committee, and other governance committees within the university, on the use of educational technologies to support both physical and virtual campuses. The group will also provide guidance to the operational groups within different university portfolios, responsible for the day-to-day application of the technologies predominantly used for learning and teaching.

(2) The TELAG membership will include key stakeholders from a range of stakeholder groups within the university and provide opportunities for direct engagement and reporting to the Chair of the Learning and Teaching Committee. It will also work closely with the Deputy Vice-Chancellor Academic, the Information Technology Management and Support Group, and other operational groups on matters related to the IT systems used for learning and teaching and their support services.

Section 2 - Functions and Responsibilities

(3) To develop and promote excellence in, and engagement with, learning and teaching pedagogies supported by learning technologies.

(4) To recommend policies and procedures to the Learning and Teaching Committee and on management issues to the Deputy Vice-Chancellor Academic.

(5) To assess the impact of new technologies on learning and teaching and advise accordingly.

(6) To assess the implications of learning and teaching policies on technology enhanced learning (TEL) and vice-versa.

(7) To ensure TEL is aligned to, and supports, CDU's accreditation (HE), registration (VET), review (HE and VET) and CRICOS requirements, and non-award courses.

(8) To provide guidance to the Deputy Vice-Chancellor Academic regarding the learning technologies used by CDU staff and students.

(9) To provide guidance to the Deputy Vice-Chancellor Academic regarding upgrades, maintenance and other enhancements to learning technologies, including functionalities within the suite of learning technologies.

(10) To advise Information Technology Management and Support on matters related to learning and teaching technologies.

(11) To advise on the establishment of support roles and associated permissions.

(12) To develop processes to capture and coordinate innovations in TEL throughout the University and more generally.

(13) To monitor staff and student usage and satisfaction with TEL systems.

(14) To make recommendations regarding TEL training, promotion and support.

(15) To respond to other matters as may be referred to it from time to time by the Learning and Teaching Committee, Deputy Vice-Chancellor Academic, Information Technology Management and Support, or Faculties and CDU TAFE.

Section 3 - Membership

(16) Ex Officio Membership:

- a. Director Learning Futures and Lead Education Architect (Chair);
- b. Deputy Director ITMS (Deputy Chair);
- c. Pro Vice-Chancellor and Chief Executive CDU TAFE;
- d. Faculty Associate Deans Learning and Teaching;
- e. Senior Project Officer Learning Environments;
- f. Manager Learnline;
- g. Associate Director Digital Learning Design;
- h. Director Student Engagement;
- i. Director Library Services;
- j. Director Educational Quality and Excellence; and
- k. Academic Lead Digital Learning Initiatives, Education Strategy.

(17) Persons acting in the capacity of an ex-officio member of the TELAG will hold the rights and privileges of the ex-officio position for the duration of their acting appointment.

(18) Ex officio members may nominate an alternative delegate.

(19) Area Representatives:

- a. Representative from the Student Information Systems team in Student Engagement and Success when required;
- b. SDX Program Director (or other key projects in the area of technology enhanced learning);
- c. Student representative; and
- d. Other members as may be co-opted by the Advisory Group.

Section 4 - Chair

(20) A meeting of the TELAG must be presided over by the Chair, or in the Chair's absence, by the Deputy Chair, or in the absence of both the Chair and the Deputy Chair, by the Executive Officer. Should the Chair, Deputy Chair and Executive Officer be unavailable for a meeting, the meeting will be postponed or cancelled.

Section 5 - Secretary

(21) The Secretariat for the TELAG will be provided by Education Strategy.

Section 6 - Terms of office

(22) Ex Officio members will hold the rights and privileges of the ex-officio position for the duration of their acting appointment.

(23) Representatives are appointed by their respective executive manager for a period of one (1) year from the date of appointment and are eligible for re-appointment.

Section 7 - Quorum

(24) At a meeting of the TELAG quorum is constituted as 50% plus one members.

Section 8 - Meetings

(25) Advisory Group meetings are held five (5) times a year, in time to report to the next Learning and Teaching Committee, or more often if required. Meetings are held face to face at CDU Casuarina and/or via O365 Team

(26) Meeting schedules for the year are settled in advance and advised to all committee members.

(27) Meetings may be moved or cancelled as required during the course of the year at the direction of the Chair.

Section 9 - Member conduct

(28) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(29) As required, members must treat items of discussion with confidentiality.

Section 10 - Agenda

(30) The Executive Officer is responsible for collating and distributing the agenda and relevant documents to the committee.

(31) All TELAG agenda items must be forwarded to the Executive Officer by COB 5 working days prior to the next scheduled meeting.

(32) The agenda, with attached meeting papers will be distributed at least 3 working days prior to the next scheduled meeting.

(33) The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Section 11 - Minutes

(34) Meeting notes will be distributed to the committee approximately one week following each meeting and available to all members on the TELAG SharePoint site.

Section 12 - Reporting

(35) The TELAG is:

- a. an advisory to the Learning and Teaching Committee on matters concerning technology enhanced learning and teaching;
- b. an advisory to the Deputy Vice-Chancellor Academic; and
- c. an advisory to, and consultation with Information Technology Management and Support on matters concerning Information Technology related to learning and teaching.

(36) Items on the agenda are considered and discussed at the meeting with any recommendations being put forward to the Learning and Teaching Committee for approval.

(37) Activities requiring future action will be recorded on the Action Review List held in SharePoint. Each activity will be assigned a specific meeting date for providing the revised/updated paper or report on a pending action. These items will be reviewed on the agenda of the upcoming meeting.

Section 13 - Conflicts of interest

(38) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the [Conflicts of Interest Policy](#).

Section 14 - Non-compliance

(39) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct - Employees](#) or the [Code of Conduct - Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022](#) and the [Code of Conduct - Students](#).

(40) Complaints may be raised in accordance with the [Complaints Procedure - Staff](#) and [Complaints Policy - Students](#).

(41) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Current
Effective Date	29th February 2024
Review Date	1st March 2027
Approval Authority	Learning and Teaching Committee
Approval Date	1st March 2023
Expiry Date	Not Applicable
Committee Chair	Michael Sankey Director Learning Futures and Lead Education Architect
Author	Matthew Giakoumatos Policy and Governance Officer 08 8946 7383
Enquiries Contact	Farika Haque Administration and Finance Officer 08 8946 7206 <hr/> Education Strategy

Glossary Terms and Definitions

"Faculty" - An organisational and academic unit in the University that delivers courses and conducts research.