



Terms of Reference

ACODE TEL Framework | Working Group 2018

The ACODE TEL Framework Working Group 2018 has been formed as a direct result of need-identification by Institutional members during the 2018 ACODE Benchmarking Summit.

Role/Purpose

The role of the ACODE TEL Framework Working Group 2018 is to develop an Enterprise-level TEL-specific Framework capable of accommodating a variety of Institutional contexts.

The objectives/aims of this Framework include:

- Use as an adaptable 'guided' template
- Integration and alignment with existing quality measures such as the ACODE TEL Benchmarks and National TEQSA Guidelines.
- To provide a directly aligned resource that can be used full cycle (Holistic) to support TEL: Planning, Providing, Evaluating, Reporting, Benchmarking etc.
- To communicate the imperative components of TEL for the purposes of Institutional education and visibility of TEL.

Membership

Membership of this working party is voluntary and includes Institutional Representatives attending the 2018 ACODE TEL Benchmarking Summit, and currently comprises the following membership:

Karen Halley	University of Canberra	karen.halley@canberra.edu.au
Sheila McCarthy	Griffith University	Sheila.mccarthy@griffith.edu.au
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Sue Atkinson	University of Adelaide	sue.atkinson@adelaide.edu.au
Julie Brunner	Curtin University	'j.brunner@curtin.edu.au'

Roles and Responsibilities

ACODE Leads | Sheila McCarthy & Karen Halley

Members of the Working Group will commit to:

- Attend online meetings every 2 (two) weeks where possible
- Actively engage in the provision of associated resources
- Actively engage in the collaboration and communications undertaken as part of the Group when possible

Members of the Working Group will expect:

- Reasonable time to undertake working group activities
- Reasonable hours scheduled for online meetings
- To be alerted if schedules change
- To be officially acknowledged as co-creators for their contribution

Term

It is envisaged this Working Group will run for a period of between 2-3 months (July, Aug, Sept).

Meetings

- All meetings will be facilitated by ACODE Leads
- Meeting Notes and Working documents will be available to all members (Google Drive)
- All meetings will be online (Zoom)
- Meetings are to be held fortnightly

Amendment or Modification



This TOR may be amended, varied or modified in writing after consultation and agreement by the ACODE TEL Working Group members.

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