

# Draft Terms of Reference for Open Educational Resource (OER) Working Groups

**The following terms of reference will be finalized once teams are formed.**

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## Working Group #1: Open Education Communications Working Group

### **Mandate:**

The Open Education Communications Working Group will be responsible for developing and implementing a university wide communications strategy for OE and OER with a specific focus on faculty and student engagement and use of OER and best practices.

### **Tentative Objectives:**

- Creates a comprehensive communication strategy and implementation framework for increasing OE and OER awareness at the university.
- Builds an understanding of OE and OER for the York community.
- Advocates for OE and OER as alternatives/supplements to traditional course models.
- Establishes forums for discussion pertaining to OE and OER (hosting events, workshops, conferences, etc.).
- Identifies opportunities for internal and external engagement of all stakeholders in discussions of OE and OER.

### **Membership:**

Membership to working groups will be encouraged from all key stakeholders from the York community and will be selected from an open expression of interest call in June 2021. A Chair will be elected by the working group membership. The working group will finalize their Terms of Reference and present them to the Open Education Steering Committee for approval.

Role of the Chair:

The Chair will:

- Organize and chair meetings.
- Coordinate the drafting of priorities and recommendations from the working group for submission to the Open Education Steering Committee for review, approval and action.
- Term of Chair will be for a 2-year term (renewal for one additional term by working group)

The Chair will also be an ex-officio member of the Open Education Steering Committee.

Key stakeholders may include one or more representatives from the following departments/divisions:

University Library, Office of AVP Teaching and Learning, Learning Commons, Teaching Commons, Communications & Public Affairs Division, Faculty and student representations.

### **Term:**

Appointment to a working group is on average two years, or until the group completes its work, whichever is earlier. An individual may serve for two consecutive years on any one working group, but not on more than two working groups simultaneously.

**Quorum:**

The Quorum shall be simple majority (50%+1) of the voting committee members.

**Decision Making:**

The Working Group (WG) shall strive for consensus when making decisions. If consensus cannot be achieved, the WG members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the Open Education Steering Committee.

When voting, majority (50%+1) rules with quorum present.

All objectives, deliverables, and actions of the WG must be approved by the Open Education Steering Committee prior to execution. The WG cannot commit the use of the organization's financial and human resources without prior approval from the Open Education Steering Committee.

**Timelines:**

The working group will begin meetings starting September 2021 and will meet monthly or as frequently as defined by the working group.

## Working Group #2: Open Education Policy & Guidelines Working Group

### **Mandate:**

The Open Education Policy & Guidelines Working Group will be responsible for developing and implementing a University policy, guidelines and process pertaining to OE and OER with a focus on quality, sustainability, and intellectual property.

### **Tentative Objectives:**

- Provide advice and guidance on University policies, guidelines and processes pertaining to OE and OER.
- Develop new policies and recommendations on using and engaging with OE and OER as required.
- Provide a report that identifies gaps and opportunities.
- Provide support in university decision making around OE and OER projects and initiatives.
- Identify and create resources and education/training materials for OE and OER.
- Provide guidance on intellectual property rights for OER authors.

### **Membership:**

Participation will be open to anyone interested in open education and open educational resources. Membership will be encouraged from all key stakeholders from the York community and will be selected from an open expression of interest call in June 2021. A Chair will be elected by the working group membership. The working group will finalize their Terms of Reference and present them to the Open Education Steering Committee for approval.

### **Role of the Chair:**

The Chair will:

- Organize and Chair meetings
- Coordinate the drafting of priorities and recommendations from the working group for submission to the Open Education Steering Committee for review, approval and action
- Term of Chair will be for a 2-year term (renewal for one additional term by working group)
- The Chair will also be an ex-office member of the Open Education Steering Committee

Key stakeholders may include one or more representatives from the following departments/divisions:

University Library, Office of AVP Teaching and Learning, Learning Commons, Teaching Commons, Information, Privacy and Copyright Office, UIT/Learning Technology Services, University Secretariat, Faculty and student representatives.

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When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the WG in advance of a vote.

All objectives, deliverables, and actions of the WG must be approved by the OER Steering Committee prior to execution. The WG cannot commit the use of the organization's financial and human resources without prior approval from the Open Education Steering Committee.

**Timelines:**

The working group will begin meetings starting September 2021 and will meet monthly or as frequently as needed.

## Working Group #3: Open Education Recognition & Credentialing Working Group

### **Mandate:**

The Open Education Recognition & Credentialing Working Group will be responsible for developing and implementing policy and framework for recognizing and credentialing OER authors/content creators.

### **Tentative Objectives:**

- Provide advice and guidance on University policies, guidelines and processes pertaining to how OER author and content creators are credentialled.
- Develop new policies, resources and best practices for ensuring OER author and content creators (i.e. faculty, students, staff) are recognized for their work.
- Identify gaps and opportunities for recognizing and credentialing authors/content creators.
- Determine technical infrastructure needed to implement a recognition and credentialing framework.

### **Membership:**

Participation will be open to anyone interested in open education and open educational resources. Membership will be encouraged from all key stakeholders from the York community and will be selected from an open expression of interest call in June 2021. A Chair will be elected by the working group membership for a 2-year term (renewal for one additional term). The working group will finalize their Terms of Reference and present to the Open Education Steering Committee for approval.

Role of the Chair:

The Chair will:

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**Timelines:**

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