Digital Learning Working Group

Terms of Reference

Owner	HE Office
Version Number	1.0
Effective Date	Sep 2022
Date to Be Reviewed	Feb 2026

Higher Education Digital Learning Working Group

Terms of Reference

Context

To meet on a regular determined cycle to plan and monitor all activity relating to Digital Learning in Higher Education (HE) programmes delivered by Middlesbrough College.

Membership:

Director of Digital Innovation
Director of Higher Education
IT Manager
Library Services Manager
Higher Education Quality, Data, and Policy Manager
Higher Education Quality, Access, and Participation Manager
Student Support & Participation Coordinator
Higher Education Student Representative(s)
Higher Education Administration and Data Controller
Other members co-opted as appropriate

Remit

1. To propose terms of reference to be submitted to the Academic Board (AB) for ratification.
2. To review issues of concern raised by HE students relating to the Digital Learning in Higher Education (HE) programmes delivered by Middlesbrough College.
3. To consult with HE students on any proposed Digital Learning related changes and developments that may impact upon their experience.
4. To monitor and report on the impact of key areas of Digital Learning related activity and the impact on the HE student experience to AB.

Reporting

The Director of Higher Education will provide a monthly update on actions and progress to AB. The minutes of the Working Group will be submitted to the AB for consideration and approval.
The minutes will be circulated to the student body via the HE Student Representative network.

How will it operate:

1. The meeting will be co-chaired by the Director of Digital Innovation and the Director of Higher Education.
2. All members of the team will address business through the Chair and accept the operational discipline of the process with trust, respect and evidence-based decision making.

3. The minutes will be written with an action column with individuals to 'act' by their initials. At the subsequent meeting, matters arising from the last meeting will cover these action points only.
4. All agenda items will be received by the HE Administration and Data Controller. Agenda papers will be distributed to all members prior to the meeting.
5. The agenda for the meeting shall be approved by the Chair. "Any Other Business" should be kept to a minimum and agreed with the Chair before the meeting.
6. The Chair will from time to time request members of the team to form task and finish groups and bring back recommendations. These should be supported by a brief report.

Frequency of meetings

The Working Group will meet on dates tbc in September, November, January, March, April and July.

Revision History		
Version	**Date**	**Detail**
1.0	September 2022	