

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



Document name:	Amended Draft Remit of the Educational Technology and Learning Spaces Committee
Co-ordinating Rectorate member:	and Vice Rector Academic
Recommended by:	
Approved by:	Senate : 23 February 2021
Implementation date	Date of approval

AMENDED DRAFT REMIT OF THE EDUCATIONAL TECHNOLOGY AND LEARNING SPACES COMMITTEE

1. Name of the Committee

The name of this committee is the Educational Technology and Learning Spaces (ETLS) Committee of the University of the Free State ("UFS").

2. Statement of Aim

- 2.1 The mandate of the **ETLS** is to make strategic decisions to advance the utilisation of educational technologies in learning and teaching in formal or non-formal programmes at the UFS.
- 2.2 This includes appropriate and state of the art educational technology, infrastructure requirements and adaptive systems to support and manage learning, teaching and research both inside and outside the classroom.
- 2.3 The UFS learning management system, online assessment systems, virtual and classroom technologies, collaborative tools and spaces, hardware, software and applications that enable and manage these learning and teaching spaces, as well as requirements within all student labs will form part of the scope of this committee.
- 2.4 The purpose of ETLS committee is to advise the Central Information Technology Committee (CITC) and Rectorate, on all matters related to the needs of the academia pertaining to all educational technologies and learning spaces, by following an evidence-based approach and in consultation with the Faculties, ICT services, Finance, and other relevant stake holders.

3. Membership

- 3.1 Since the focus of the work of the this committee directly relates to Learning and Teaching, the "driver" of the committee will be the Vice Rector: Academic.
- 3.2 Representation of senior Faculty staff is essential for a committee of this kind. The committee will be compiled as follow:
 - a) Vice-Rector: Academic (Chairperson)
 - b) One Dean of Faculty, as delegated by the Academic Committee
 - c) Vice-Principal: Academic and Research (Qwa-Qwa Campus)
 - d) Director: Engaged Scholarship
 - e) Senior Director: Institutional Research and Academic Planning

- f) Senior Director: Teaching and Learning (Vice-Chairperson)
- g) Deputy Director: Blended Learning Innovation Services and Support, Centre for Teaching and Learning (in terms of managing and overseeing the implementation of all UFS Learning and Emerging Technologies)
- h) Senior Director: Information and Communication Technology Services (ICT) or appropriate representative
- i) Director: Centre for Graduate Support
- j) Senior Director: Research Development
- k) Director: Library and Information Services
- l) Director: Centre for Digital Futures
- m) Representative from Finance
- n) Representative from the University Estates
- o) Representative from Universal Access and Disability Support
- p) One representative per Faculty with educational technology/ICT/Computer sciences knowledge
- q) Representative from Student Academic Services.

3.3 The Committee may invite additional expertise to be present for discussions relating to a specific proposal on the agenda. Such a person does not have voting rights.

4. Term of Office

- 4.1 Members appointed in terms of paragraph 3.1 (a) - (l) shall hold office for as long as they occupy their respective positions for the duration of their employment at UFS (by virtue of office).
- 4.2 Members appointed in terms of paragraph 3.1 (m) - (q) may serve for a period of 3 (three) years and may be re-elected at the end of a term, with a maximum of 2 (two) three-year terms that can be served consecutively.

5. Responsibilities/Functions

The ETLIS is to advise the CITC and Rectorate by:

- 5.1 formulating philosophy, strategy and policy for the integration, governance and management of educational technology and learning spaces at the UFS with a view of providing planning and budgeting directives.
- 5.2 identifying key strategic learning and teaching issues and needs, identified through an evidence-based process with a view to improve the experience and use of **educational technology and learning spaces** within the UFS.
- 5.3 assessing current educational technologies at the UFS and providing

- recommendations on future planning, enhancements or changes;
- 5.4 auditing current learning spaces at the UFS (with regard to utilisation, infrastructure and technologies, universal access), and make recommendations on future planning, enhancements or changes.
 - 5.5 providing recommendations for training, development, and educational opportunities to equip staff and students in the use of educational and classroom technologies.
 - 5.6 liaising with key internal stakeholders (i.e. standing committees, working groups, subject matter experts) to integrate and coordinate **educational technologies and learning spaces** at the UFS.
 - 5.7 benchmarking best practice through various desktop research projects and surveys;
 - 5.8 reviewing and evaluating financial investments in educational technology systems and services, as well as learning spaces and present recommendations to relevant institutional structures for approval.
 - 5.9 identifying and mitigating possible institutional risks associated with **educational technology and learning spaces**.
 - 5.10 Recommendations from this committee that require institutional approval will be submitted to the **CITC and Rectorate (where applicable)** where all requests will be reviewed and considered. The Chairperson of the ETLS will be a standing member of the CITC and Rectorate and will provide input and perspectives in final decision making.
 - 5.11 As a sub-committee of the Academic Committee, the ETLS will submit a quarterly report to the Academic Committee and the CITC.

6. Delegated Authority

- 6.1 The committee may from time to time, establish subcommittees and task teams to assist in fulfilling its functions. These structures need to have clear terms of reference and may consist of appointed members as well as persons who are not part of the committee.
- 6.2 Such a subcommittee or task team may function for an unspecified period to address an aspect of the committee responsibilities that needs continuous attention.
- 6.3 Subcommittees and task teams need to submit reports on their activities.
- 6.4 **The ETLS committee fulfils its function in terms of paragraph five (5) above as an advisory committee.**

7. Meetings/Procedures

- 7.1 The committee will meet quarterly and will be scheduled before the CITC meetings.

The Chairperson may call additional meetings as and when necessary.

- 7.2 If the Chairperson of the committee is absent from the meeting, then the Vice-Chairperson shall act in his/her place.
- 7.3 The Chairperson and Vice-Chairperson shall serve in his/her capacity for the duration of his/her membership.
- 7.4 In the event that the Chairperson and Vice-Chairperson are not available for a meeting, members present at the meeting shall elect a Chairperson from the members present.
- 7.5 Should a member be unable to attend a meeting, he/she must nominate an alternate to attend the meeting on his or her behalf.
- 7.6 The secretary of the committee must be informed of the alternate at least three working days before a meeting of the committee.
- 7.7 Nominated alternates must obtain the approval of the Chairperson in advance and will have voting rights.
- 7.8 Should a member of the committee (appointed or co-opted) be absent from three consecutive meetings of the committee, the relevant faculty or support service will be contacted to explore the replacement of the member in question with another representative.
- 7.9 A quorum will consist of 50% (fifty percent) plus one (1) member.
- 7.10 Decision-making will be based on a majority opinion, since this is only an advisory committee. If full consensus were not achieved, the majority perspective will be presented to the Academic Committee of-Senate.
- 7.11 The Meeting Administration Division shall service the meeting. All documents for discussion at a meeting must be supplied to Meeting Administration ten (10) days before the scheduled meeting. Meeting Administration will send out the agenda at least seven (7) days before the scheduled meeting.

8. Evaluation of the Performance of the Committee

The Academic Committee will annually evaluate the performance of the Committee.