Digital Learning Forum

Terms of Reference

1 Constitution and purpose

1.1 The Digital Learning Forum (DLF) has been constituted as a formal sub-group of the University Committee for Learning & Teaching (UCLT) in order to take a strategic approach to developing the learning and teaching digital environment on an institution-wide level. The DLF reports to the UCLT via the Student Learning Experience Committee (SLEC).

1.2 The purpose of the DLF is to act as a group which is strategically aligned to and will feed into the Learning & Teaching Strategy 2018-2025; and will provide direction in and makes recommendations around all strands of digital learning and assessment, including:
   a. the virtual learning environment (efficacy; maintenance; enhancement) and supporting systems;
   b. audio-visual and multimedia capabilities;
   c. software and technology to support learning & teaching
   d. learning spaces
   e. online resources
   f. feedback and assessment
   g. learner analytics

2 Remit

2.1 Promote the development of the digital learning and assessment environment in accordance with University’s Learning & Teaching Strategy 2018-2025. This will be operationally aligned to the Learning & Teaching Academy (LTA) and the Learning & Teaching Enhancement Service (LTES);

2.2 Ensure that our digital learning and assessment environment is at the vanguard of the Higher Educational sector in the UK. The DLF will be forward looking and be seeking to advise and develop policy enhancements through SLEC and other appropriate university forums;

2.3 Develop and disseminate definitions of good practice in digital learning and assessment;

2.4 Raise awareness within the university of the criticality of the digital learning
and assessment environment;

2.5 Ensure effective representation at all campuses and schools in the critical role of development the digital learning and assessment environment;

2.6 Oversee appropriate continuous development and enhancement of the digital learning and assessment environment;

2.7 Feed into SLEC to ensure that digital learning and assessment can be enabled through research-informed development of learning environments.

2.8 Involve students as co-creators in the development of enhancements and operational priorities in relation to the digital learning and assessment environment.

3 Membership

3.1 The Forum shall comprise of the following who will be nominated by their respective Director of Learning & Teaching/Director of Service in addition to the following members listed below. The members must ensure that they are engaging with, and representing the views of, all campuses in their respective areas:

a. Kathy McCabe - Director of Information Services (Chair)
b. EBS - Jane Priest, Roddy Munro, Barbara Adams (online learner), Martha Gibson
c. EPS - Stuart Greaves, Reza Mohammadi, Osama Hamed (Dubai), Hendrick Nahler
d. MACS - Robert Weston, Lisa Scott, Michael Waite
e. SoTD - Lee Miles, Julian Malins, Tony Bailey
f. SoSS - Colin Miller, Rachel Rafferty, Shahana Mohiyuddin (Dubai)
g. EGIS - Georgie Baird, Ross Alexander, Guy Walker
h. Scottish Campuses Student Union Representative - Alexander Hedlund
i. Malaysia Student President - Mubin Hanafiah
j. Dubai Student President – Soehl Abraham
k. SBC - Jamie McIntyre
l. Lynda Johnstone - Director of Estates and Campuses
m. Caroline Dobson - Virtual Learning Enhancement Manager
n. Sheila Williams - LTES Manager
o. Neil MacIntyre - Audio-Visual Services
p. Ian Glen - SLEC nominee
q. Jacqui MacDonald - Clerk
r. Martha Caddell - Director of Learning and Teaching Academy
s. James Wilson - Academic Development Co-ordinator, Dubai
t. Lorraine Vallance - Disability Service
3.2 Members may nominate an alternative representative, empowered to participate on behalf of their school or professional service.

3.3 The forum will invite relevant office holders to attend its meetings, as required to address the business before it.

### 4 Quorum

4.1 A forum meeting will be considered quorate if at least one third of the members are present.

### 5 Group Chair

5.1 The chair of the forum is appointed by the Student Learning Experience Committee on behalf of the University Committee for Learning & Teaching.

5.2 The vice-chair will be decided at the first meeting of DLF each academic year from the membership. They will hold the position for one academic year.

### 6 Frequency

6.1 The forum will normally meet at least twice per semester.

6.2 Additional meetings may be held, at the request of the chair, in order to address business requirements.

### 7 Attendance at meetings

7.1 Other colleagues may be asked by the forum to attend when appropriate.

7.2 The forum will maintain a record of attendance at each of its meetings and will include this information in its report to the Student Learning Experience Committee.

### 8 Reporting procedures

8.1 The chair, with support from the clerk, will submit reports to the Student Learning Experience Committee based on the forum’s minutes.
### Supporting Information

**Groups feeding into the Digital Learning Forum**

None at present.

**Effectiveness and lifespan**

Lifespan ongoing

**Actions that may be taken by the Forum**

The forum may:

- Note
- Receive
- Consider
- Endorse
- Approve
- Recommend
- Reject

**Most appropriate minuting style**

Traditional/formal minutes in accordance with internal university guidance.

**Resources**

Clerk: Ms J MacDonald
Meetings: At least twice per semester