


<b>Open Educational Resources Working Group Terms of Reference</b>		
<b>Parent Policy:</b>	<i>Union Bylaw</i>	
<b>Related Policies:</b>	<i>Open Educational Resources Advocacy Policy</i>	
<b>Enacted:</b>	<i>October 1, 2021</i>	
<b>Amended:</b>	<i>N/A</i>	

## Definitions

*Open Educational Resources (OERs)* refers to teaching, research and learning materials in the public domain or distributed under an open license. Students and instructors may freely use, adapt, or share OERs at no cost and under no or few limitations. OERs may include, but are not limited to, peer-reviewed textbooks, interactive resources, online tutorials, learning modules, and open access journals.<sup>1</sup>

## Authority

- (1) 1 The Working Group exists through the will and recommendation of the 79<sup>th</sup> Vice President Academic.
- 2 The OER Working Group is not a subcommittee of SLC, and does not have the authority to make binding decisions for the SU.

## Mandate

- (2) 1 The Working Group shall:
  - (a) Promote the awareness and adoption of OERs for students and instructors of undergraduate courses at the University of Calgary;
  - (b) Build knowledge and capacity within the Students' Union to better advocate to the University of Calgary for the continued adoption of OERs, in support of the Open Educational Resources Advocacy Policy; and
  - (c) Issue a set of recommendations to the 80<sup>th</sup> Vice President Academic to ensure that there is continued momentum in the SU's OER advocacy work.

## Membership

- (3) 1 The Working Group shall be composed of:
  - (a) Vice President Academic, as Chair;
  - (b) Four to six currently enrolled undergraduate students, who may or may not be members of the Students' Legislative Council (SLC); and
  - (c) The Students' Union General Manager or designate (non-voting).

<sup>1</sup> Definition derived from [OER Commons](#) and the [United Nations Educational, Scientific and Cultural Organization \(UNESCO\)](#).

- 2 Appointments to the Working Group shall be for the duration of the Fall and Winter terms of the 2021-2022 academic year, beginning in October 2021 and ceasing in April 2022.
- 3 Any student position vacancies may be filled at the discretion of the Chair in January 2022.

### **Quorum**

- (4) 1 Quorum shall consist of:
  - (a) The Chair; and
  - (b) A majority of appointed student members.

### **Duties of the Chair**

- (5) 1 The Chair shall:
  - (a) Chair all meetings of the Working Group.

### **Duties and Responsibilities of the Working Group**

- (6) 1 The Working Group shall:
  - (a) Identify best practices in the advocacy and adoption of OERs in Canadian universities;
  - (b) Contribute to the organizing and staffing of an OER publicity campaign in the Winter 2021 term; and
  - (c) Provide a list of recommendations to the Vice President Academic that reflect the knowledge produced through the Working Group's efforts throughout the 2021-2022 academic year.
- 2 Members of the Working Group shall be prepared to fully participate in meetings, and are expected to review and be familiar with materials distributed in advance of any Working Group meeting.

### **Meeting Protocol**

- (7) 1 Working Group meetings shall be open to all members of the campus community.
- 2 Guests may make presentations to the Working Group only if invited to do so by the Chair in advance of the meeting.
- 3 The Working Group shall meet, at minimum, once a month from October to April, or as necessary at the discretion of the Chair.
- 4 The Chair shall designate the General Manager or Designate responsibility for distributing the agenda and meeting materials to the Working Group at least 48 hours in advance of the meeting.

- 5 The Chair shall designate the General Manager or Designate responsibility for recording meeting minutes.
- 6 All recommendations to the Vice President Academic require a Super Majority vote of the Working Group prior to their inclusion in the final report.
- 7 Working Group documents (meeting agendas, reports, and minutes) shall be made available to Active Members upon written request to the Chair.
- 8 Working Group documents requested under section 7 (7) shall be provided within five to ten business days.
- 9 Notwithstanding section 7 (7), the SU shall redact any Confidential Information prior to making the Working Group documents available.
- 10 Working Group documents may be made available to individuals other than Active Members at the discretion of the Chair.

### **Reporting**

- (8) 1 The Chair shall report on Working Group activities to SLC at the next available opportunity following a meeting.
- (9) 1 The Chair shall present a written report to share the Working Group's final recommendations with SLC in April 2022.

**Amendment History:** *N/A.*