



Terms of Reference

	CES e-Institute Course		
Title	<u>Development Reference Group</u>	Review Date	<u>Every three years by PLC</u>
Document Type	<u>Terms of Reference</u>	Effective Date	<u>April 2019</u>

1. Purpose

From time to time, the CES e-Institute will form Course Development Reference Groups (CRG) when specialized expertise is needed to guide the development of an e-Institute course. The purpose of CES e-Institute CRG is to support course development and review of specialized e-Institute courses.

2. Membership

The CES e-Institute CRG will be composed of CES members or non-member experts who have topic specific expertise. It is chaired by the CES e-Institute Director. Membership will be up to six people.

There are two pathways to membership. Members can be invited by the Director of the CES e-Institute or they can self-nominate. All nominations will be reviewed and appointed by the Professional Learning Committee (PLC).

Additional input may be sought by the e-Institute Director, from time to time, from individuals designated as guests of the CRG. This will be used specifically when participation of guests is required to provide specific knowledge or expertise via a more limited involvement than full membership.

3. Terms of Engagement

The CRG will be struck for a limited period of time with the length determined by the course development timeline. It is expected that each CRG will exist for no longer than two years.

4. Roles and Responsibilities

The CRG will support the development and review of specialized e-Institute courses which will involve:

1. Sharing and/or gathering information on existing courses on the same or similar topics.
2. Developing, reviewing and recommending high level course blueprints.
3. Recommending course developers in adherence with CES Procurement Policies.
4. Recommending subject matter experts for initial course review.

5. Reviewing the course review and revision summary report and recommending approval of course acceptance.

5. Operational Protocol

1. The CRG will meet via teleconference, video-conference or web-conference, at the discretion of the Director of the e-Institute. Meetings will be 1-2 hours in duration. In addition, members will be required to spend time reviewing documents in advance of each meeting.
2. The time commitment for members is expected to fluctuate over the tenure of the reference group. It is expected that members will be required to commit about 12 hours to attending meetings and an additional 12 hours per year to reviewing documents. This works out to about two hours per month.
3. Members will not receive compensation or honorarium for their time.
4. Recommendations of the CRG will be forwarded to the CES Curriculum Advisory Board as per E-Institute operational policies (see OP-26).
5. The meetings will be chaired and minuted by the Director of the e-Institute.

6. Documentation Protocol

1. Minutes and all documentation and discussions will be considered confidential by all members unless expressly stated otherwise by the Chair of the CRG.
2. All documentation relating to CRG activities and discussions will be distributed electronically, and members will ensure that all copies of such documents in their care and control (both paper and electronic) are stored and secured to restrict unauthorized access and maintain confidentiality.
3. Minutes and other supporting documents will be circulated to all members within 14 days following each meeting.
4. Minutes and/or related supporting documents may be distributed to others including the Curriculum Advisory Board, PLC, and CES Board of Directors as appropriate.

7. Reporting

The CRG reports to the Curriculum Advisory Board, PLC, and Board as part of e-Institute reporting (see OP-26).

8. Conflict of Interest

A “conflict of interest” is a situation in which a volunteer has a private or personal interest sufficient to create a real or apparent risk of influencing the objective exercise of her or his volunteer duties at the CES. Avoidance of conflict of interest is a key responsibility of volunteers and considered part of their responsibility to the organization. Volunteers have a duty to acknowledge the nature and extent of their interest in a CES material contract or material transaction in compliance with OP-5 (Disclosure of Interest/Conflict of Interest) and OP-15 (Volunteers). The CES supports an organizational culture in which people freely take responsibility for ‘self-declaring’ possible conflicts of interest.