

CARL/ABRC Open Education Working Group – Terms of Reference for May 2020-May 2022

DRAFT – as of April 30, 2020

Background

In 2018, CARL identified open education leadership as an important area for capacity building within its institutions, and outlined a number of activities and programs designed to bolster this emerging area of practice and support the development of national leadership in this arena. In its first year, the Visiting Program Officer for Open Education (VPO for OE) and Open Education Working Group (OEWG) successfully created high-quality opportunities for librarians to develop capacity and leadership skills in open education, and providing expert input to CARL in this area. In November 2019, building on the adoption of the CARL Statement on Open Education, the CARL membership affirmed its interest in adding OER as one of its areas for advocacy and supported renewal of a new Working Group to build on early successes.

Open Education Defined

The following definition for open education was developed to provide scope to the working group's activities. The definition does not encompass all aspects of open education.

Open education is a term that encompasses creative practices, advocacy, and teaching methods.

Open education as a creative practice affects how people create, share, and build knowledge. At the core of OE practices are open educational resources (OER), teaching and learning materials made available through open copyright licenses¹ or in the public domain to support the reuse, revising, and redistribution of these materials through networked technologies.

Open education as advocacy is a movement focused on the core belief that reducing barriers to education through the use of free and openly-licensed resources, as well as open source tools and technologies. These barriers include the high cost of education (e.g. textbooks) and legal permissions to access, remix, and use resources beyond the classroom.

Open education in teaching and learning supports students engaging in collaborative knowledge creation using network technologies to make visible and transparent the practices and products of education. The library supports students and faculty by offering information literacy instruction and services in the processes and practices of creating and sharing of information resources.

Mandate and Role

Reporting to the Advancing Research Committee (ARC), the Open Education Working Group (OEWG) provides consistent and knowledgeable guidance for CARL's open education initiatives. The responsibilities of the OEWG will continue to align with CARL Advancing Research Committee's direction to "Advance open pedagogy collaborations and the development and use of open educational

¹ For example, [Creative Commons licenses](#) are open copyright licences.

resources.” In the coming two-year period, the OEWG will build on its successes to deliver training that strengthens the burgeoning librarian OE community of practice and continue to support CARL’s efforts at promoting and supporting open education, primarily through the following activities.

Responsibilities

The OEWG will work with the CARL Program Officer responsible for Advancing Research Committee initiatives and, if applicable, the Visiting Program Officer for Open Education, to set high-level direction and strategy for CARL’s open education activities.

Open Practice

Whenever possible the OEWG commits to creating, documenting, and sharing our processes openly with the larger library community for the purpose of collaboration and community building. Our open practice will include:

- Adopting a CC-BY license for resources created by the Working Group.
- Selected resources created by the working group will be shared on the CARL/ABRC website. If the resources are in draft form, a link will direct users to the working documents in the Google Team Drive. Select finalized documents will be translated and made available on the Working Group website.
- Adopt accessibility best practices for creating and sharing resources created from the Working Group.

Objectives

CARL’s [Advancing Research Committee \(ARC\)](#) continues to see the need to examine and participate in discussions across the existing open education landscape in Canada and to provide leadership and training for librarians on a national scale. The following objectives will address this need through the following activities, with a focus on wrapping up current activities, continuing to strengthen the community of practice launched at the Open Education Leadership Essentials (OeLE) event in 2020, and exploring new areas that have been identified by the OEWG:

- Continue to develop an Open Education Community of Practice with a schedule of open knowledge sharing events (including webinars and community calls);
- Use the sessions and materials developed for the Open Education Leader Essentials Event to produce an openly available online curriculum;
- Based on the current COVID-19 context and feedback received by OeLE participants, develop a fully online strategy in place of the previously planned “Roadshow” satellite events; maximizing the previously developed OeLE materials;
- Curate, reuse, remix, and create resources in support of open education engagement in academic libraries;
- Develop Open Education FAQs and other support materials as needed to support CARL’s OE advocacy efforts.

Out of Scope

Zed Cred and Z-Degree initiatives often depend on the creation and adoption of open educational resources, however, other strategies for lower-cost or affordable course materials, such as leveraging existing library resources through e-reserves or "inclusive access" textbook models, do not fall within the scope of this working group.

CARL's advocacy work around open education (including advocacy to policy makers, government, and university stakeholder groups) will continue to be supported by the ad-hoc group established in December 2019 that brings together representatives from CARL's Advancing Research Committee and Policy Committee, as well as members of the CARL staff. The OEWG may be called on occasion to support this group with the drafting of materials and talking points, or as needed.

Membership

Membership will include at least one member of CARL's Advancing Research Committee (ARC) and at least five regionally diverse leaders from within Canadian libraries' open education community, and other additional members selected by the working group, for their individual expertise and institutional affiliation. One of the ARC representatives will chair, and a co-chair with ties to the Canadian open education community may also be named.

Appointment Process

Appointment Process Expressions of interest to serve on the OEWG will be sought from the community of librarians involved in open education at Canadian academic libraries. For Advancing Research Committee (ARC) representation, expressions of interest will be sought from ARC members. ARC will select the co-chairs. The co-chairs will select members based on geographic, linguistic, expertise, and equity, diversity and inclusion considerations.

Lines of Accountability and Communication

The Open Education Working Group is accountable to the CARL Advancing Research Committee. The Chair or Co-Chair of the Working Group reports on its activities and submits written recommendations as appropriate.

Financial and Administrative Policies

- Service on the Open Education Working Group is non-remunerative.
- Travel and meeting expenses for the Working Group members may be reimbursed according to the policies of CARL.
- Members of the Working Group shall comply with CARL Board-approved governance and organizational policies, including [code of conduct](#) and conflict of interest policies.
- Working group outputs will be released under a CC-BY licence and will follow CARL's standard practices regarding authorship and attribution.
- Insofar as it may be feasible, discussions of the Open Education Working Group will be conducted by teleconference or videoconference.

Commitment of Working Group Members

- Attend meetings and participate in discussions and the decision-making process in a respectful, collaborative and collegial manner.
- Come prepared for the meetings (e.g. advance reading or preparation) having completed previously assigned work where requested.
- Volunteer and take part in sub-task groups as needed to complete the objectives of the working group.

Timeline

These terms of reference apply to the second mandate of this working group, which begins in May 2020, and will meet on a monthly basis over a two-year period. A final report should be presented by the Chair or Co-chairs to the Advancing Research Committee in May 2022.



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