



## TERMS OF REFERENCE

COMMITTEE	<b>ONLINE OUTLINE SUBCOMMITTEE</b>
PURPOSE	The purpose of the Subcommittee is to provide guidance and recommendations to the Dean and Business School Executive Committee regarding an online unit of study outline template. The template will be completed, maintained, stored and made available online.
TERMS OF REFERENCE	<p>The terms of reference are to:</p> <ul style="list-style-type: none"> <li>• Consider and recommend ways to make the unit of study outline template available online, including <ul style="list-style-type: none"> <li>- determining desired system requirements and criteria for evaluating an online unit of study outline,</li> <li>- evaluating and recommending a specific system solution,</li> <li>- reporting on and recommending other system integration (i.e., including automatic population of data),</li> <li>- make any relevant recommendations regarding extensions to the online unit outline in relation to existing systems and University/Business School requirements,</li> <li>- usability, and</li> <li>- maintenance.</li> </ul> </li> <li>• Consider and recommend processes in relation to: <ul style="list-style-type: none"> <li>- change management,</li> <li>- quality assurance (e.g., leadership and peer review)</li> </ul> </li> </ul>
POSSIBLE CHAIR OR ALTERNATIVE	Associate Dean Learning and Teaching – <i>Michele Scoufis</i>
POSSIBLE MEMBERSHIP MAY INCLUDE	<p>Information Technology Manager – <i>Michael Fay</i>  Acting Research and Quality Manager – <i>Lucy Taylor</i>  LTC representatives:  Accounting – <i>John Dumay</i>  Business Information Systems – <i>Corina Radulescu</i>  Business Law – <i>Giuseppe Carabetta</i></p>
ATTENDEES	Members are expected to undertake Subcommittee work between meetings as required. Members are expected to attend all meetings. Members are expected to contribute to decision-making which enhances the overall quality of learning and teaching in the Business School.
QUORUM	The Subcommittee aims for consensus but will rely on a majority of the whole committee if that fails. The decisions of the Subcommittee are quorate at three (3) members.
SECRETARIAT	Executive Assistant to the Associate Dean Learning and Teaching, <i>Max Soyref</i>
MEETINGS	The Subcommittee will meet monthly or more frequently if required between December 2010 and July 2011.
REPORTING	The Subcommittee will deliver two update reports to the Executive and one final report including all recommendations by the end of July 2011.
MINUTES	Minutes will be taken at each meeting and will be available online.