TLT‑MAG Charter

Purpose of this Charter Document

This charter defines the shared mission, roles and responsibilities, guiding principles, membership, communication activities, and evidence of impact for the Teaching Learning & Technology Madison Advisory Group (TLT−MAG).

It is expected that this document will be reviewed/updated annually. In addition, the document will be revised whenever there are TLT−MAG membership updates.

Executive Sponsors

The following individuals have authorized the TLT−MAG and will serve as the Executive Sponsors:

Linda Jorn
Associate Vice Provost for Learning Technologies and DoIT Director of Academic Technology

Bruce Maas
Vice Provost for Information Technology and Chief Information Officer (CIO)

Steven M. Cramer
Vice Provost for Teaching & Learning and Professor of Civil & Environmental Engineering, College of Engineering

Mission

TLT−MAG consists of key faculty, instructional academic staff, students, and academic technology professionals across the university. TLT-MAG members will provide active leadership, guidance, and decision support related to the alignment of learning technology priorities and investments with strategic academic priorities and directions for teaching and learning.

TLT−MAG Roles

TLT−MAG members may perform a multiplicity of roles. To clarify expectations and roles, the TLT−MAG may state these roles in agenda topics, projects, and other activities.

- An advisory role to the Vice Provost for Information Technology and CIO, Vice-Provost for Teaching and Learning, and Associate Vice Provost for Learning Technologies and DoIT Director of Academic Technology
- An awareness role for emerging trends, campus issues, and existing processes

- A leadership role for proactive change (process, systems, culture) and specific projects, initiatives, and activities
- A communication role for identifying communication needs, developing communication plans and ensuring that desired communication occurs
- An endorsement role for specific projects, decisions, and initiatives

Responsibilities for TLT–MAG Members

TLT–MAG is comprised of faculty, instructional academic staff, academic technology professionals, and students selected for their expertise, vision, and ability to influence directions and decisions concerning strategic teaching, learning, and technology issues. The sponsors, in consultation with campus leaders, will select TLT-MAG members. Responsibilities include:

- Attend approximately four-six meetings per year.
- Represent and share deep understanding of respective academic environments.
- Understand and share learning technology trends that will shape campus conversations and directions. Provide candid input and advice on University teaching, learning, and technology strategies, initiatives, planning, areas for innovation, and priorities and progress towards intended outcomes.
- Promote agreed upon learning technology standards and practices within respective units and the university.
- Actively participate in TLT-MAG meetings and chartered sub-teams and help identify additional team members for sub-teams.
- Assist in communicating outcomes and recommendations to the campus community and respective units.
- Promote an 'evaluation/research' approach to the implementation of academic technology.

Guiding Principles

- **Alignment.** Align decisions with strategic academic directions and coordinate actions across academic units.
- **Inclusivity.** Select group members that represent a broad spectrum of faculty, instructional academic staff, academic technology professionals, and students so we have representation on the diverse use of technology across teaching and learning disciplines.
- **Transparency.** Commit to transparency in group activities and technology selection; e.g. seek technology standardization, integration, and interoperability to speed instructor adoption and ease of use.
- **Disciplined innovation.** Balance sustainable, scalable, disruptive, transformative, and incremental innovation activities.
- **Metrics.** Focus on metrics and analytics for initiatives, projects, and services.
- **Stewardship.** Prioritize strong project management practices that ensure responsible use of University technology resources.
- **Usability and Accessibility.** Commit to usability and accessibility practices, which facilitate adoption of emerging technologies.

- **Advocacy.** Select group members that will advocate for teaching, learning, and technology resources and priorities.
- **Professional Development.** Monitor, advocate for, and create academic technology professional development opportunities.

Membership

Members will serve a staggered two-year term with option of reappointments. A one-year term is September thru August.

This group will have a mix of campus faculty, instructional academic staff, students, and academic technology professionals and strive to have no more than 20 members. Each member is appointed by sponsors (sponsors consult with campus leadership) and approved by the particular group or unit.

Members elect an Executive Team annually that consists of a chairperson, past chair, and secretary. The TLT–MAG sponsors serve on the executive team. The Executive Team has overall responsibility for TLT-MAG.

Below is a list of member representation that will be reviewed annually.

- 6 to 7 Faculty/instructional academic staff (including a Teaching Academy representative)
- 4 School and College learning technology representatives
- 2 DoIT representatives (including a DoIT Academic Technology representative)
- 1 Campus Representative to UW System Learning Technology Development Council (LTDC)
- 1 Division of Continuing Studies representative
- 1 Division of Enrollment Management representative
- 1 Library representative
- 1 APIR representative
- 1 Graduate School representative
- 1 ComETS Steering Committee representative
- 2 Student representatives – graduate and undergraduate
- 1 ASM Student representative

Communications

TLT–MAG has a presence on all sponsor websites, with current information maintained on the CIO web site. As the group decides on web content to share and use of web conferencing to facilitate remote attendance, DoIT will allocate administrative support resources. Reports on TLT–MAG activities will be presented at least annually to the campus Information Technology Committee (ITC) and other key stakeholder groups and communities as needed, e.g. Educational Innovation core team.

Evidence of Impact

Evidence of TLT-MAG's influence and focus include the following:

- The University community uses recommendations from TLT–MAG for strategic planning.
- TLT-MAG presents annually to key stakeholder groups, e.g. Information Technology Committee (ITC), University Council for Academic Affairs and Assessment, IT-Decision Making groups, and Educational Innovation groups.
- Teaching, learning, and technology literature and metrics are used to guide academic technology decisions across all units.
- Strategic adoption of learning technology across units.
- Greater communication and transparency of teaching, learning, and technology issues is evident across campus.
- TLT–MAG members communicate recommendations and progress to their respective units.