

BLUENOTES BC Chapter (BBC) TERMS OF REFERENCE

Purpose:

Created in April, 2019, the Bluenotes British Columbia Chapter (BBC Chapter, in short) supports collaboration and information sharing from British Columbia's Post-Secondary Educators (PSE) regarding course and instructor evaluations. The group will focus on relating best-practices, lessons learned and emerging trends about online instructional assessments and evaluations (including course evaluations and formative feedback) for higher education in BC.

Executive Sponsorship:

Explorance, Montreal

Membership

This chapter seeks a diverse group of Blue-using BC PSE to gather student feedback, analyze feedback responses, and distribute results.

Composition:

Co-Chairs:

- Juanitta Dare, SETC Systems Specialist, Teaching and Learning Centre, Simon Fraser University
- Nancy Morello, Supervisor, Learning and Teaching Centre, BC Institute of Technology

Chairs/Co-Chairs may serve an initial term of two years. Thereafter, chairs/co-chairs may be reappointed for one (1) year terms annually, at the discretion of the membership.

Resources:

For in-person meetings

- BC Institute of Technology provides the meeting facilities and parking. Other BBC Chapter institutions are welcome to host the meetings.
- Explorance will sponsor catering and special requests (including occasional requests for presentations or workshops), announce a BBC chapter meeting via bluenotesgroup.com, and support BBC chapter communications and registrations.

For virtual meetings

- Explorance provides the BBC community forum on the Explorance Help Center
- Co-chairs will facilitate and moderate the BBC community forum

In-person Meetings:

The BBC will meet biannually in person after peak survey activity times.

*Co-chairs may invite non Blue-using BC PSE, as appropriate, to enhance discussion and learning.

Responsibilities:

Members activities include:

- Contributing topics for the agenda,
- Sharing challenges and successes
- Taking meeting notes on a rotating schedule

Chair/Co-Chairs Activities include:

- Coordinate communications and meeting dates
- Handle meeting logistics (invitations, room bookings, food, parking, etc...)
- Schedule presentations, guest speakers
- Communicating scheduled meetings via the BBC community forum
- Facilitating and moderating the BBC community forum