BLUENOTES CENTRAL GREAT LAKES (BCGL) CHAPTER TERMS OF REFERENCE

Purpose

Created in February 2021, the Bluenotes Central Great Lakes Chapter (BCGL Chapter, in short) supports collaboration and information sharing from this region's Higher Education institutions regarding course evaluations and other student feedback efforts. The group will focus on relating best-practices, lessons learned and emerging trends about reporting and automated data.

Executive Sponsorship

Explorance, Montreal

Membership

This Chapter seeks a diverse group of individuals from Blue-using Institutions who are in the practice of course and instructor evaluations to gather feedback, analyze feedback responses, distribute results, take improvement actions, and measure progress for continuous improvement with impact, (this is a diverse and dynamic group focused on professional growth and innovation).

Composition

Co-Chairs:
- Cindy Davis, Program Manager, Ohio State University
- Gloria Eccleston, Director, Online Learning & Services, Washtenaw Community College

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:
- Washtenaw and OSU will alternate in providing the meeting facilities and parking. Other BCGL Chapter institutions are also welcome to host the meetings.
- Explorance will sponsor catering and special requests (including occasional requests for presentations or workshops), announce a BCGL Chapter meeting via bluenotesgroup.com, and support BCGL Chapter communications and registrations.

For virtual meetings:
- Explorance provides the virtual meeting platform and the BCGL community forum on the Explorance Help Center.
- Co-Chairs will facilitate and moderate the BCGL community forum.

In-person Meetings

The BCGL will meet biannually in-person after peak survey activity times. Due to COVID-19, all meetings will be virtual for the foreseeable future.

*Co-Chairs may invite attendees from non Blue-using institutions, as appropriate, to enhance discussion and learning.

Responsibilities

Members' activities include:
- Contributing topics for the agenda
- Sharing challenges and successes

Chair/Co-Chairs' activities include:
- Coordinate communications and meeting dates
- Handle meeting logistics (invitations, room bookings, food, parking, etc.)
- Schedule presentations, guest speakers
- Communicate scheduled meetings via the BCGL community forum and bluenotesgroup.com
- Facilitate and moderate the BCGL community forum