Kingston University

Rapid Reaction and Response (R^3):

The in-class use of mobile technologies to support diagnostic assessment

Terms of Reference

Purpose

The primary purpose of the Steering Group is to advise and support the R^3 project management team in delivering the project outcomes agreed by HEA, the funding agency. It will oversee the execution of project activities, monitor progress and examine allocation and application of project resources.

Responsibilities

1. Work with the project manager and management team to develop, deliver and evaluate project activities.

2. Monitor progress against the project plan.

3. Receive and comment on project progress reports.

4. Comment upon and approve formal submissions required by HEA before submission.

5. Provide advice and guidance on questions, issues and problems encountered during the lifespan of the project.

6. Identify common ground between project activities and other relevant initiatives taking place locally, regionally and nationally.

7. Assist the project management team in awareness-raising of project aims, objectivities and outputs.

8. Advise upon and assist in the embedding of project activities and outcomes into mainstream practice at Kingston University where appropriate.

9. To offer advice on the direction of individual elements of the project where necessary, and to help the project manager address particular issues as they arise.

10. To offer advice on dissemination, exit strategies and evaluation for the programme and projects.

11. To have contact with any consultants working on behalf of HEA in these areas.

12. To act as champions of the R^3 project promoting outcomes and outputs within the community.

13. To identify synergies with developments and organisations both outside and within the HEA community including making links with related international activity.

Membership

The R^3 Steering Group will comprise:

- Mary Stuart, Deputy Vice-Chancellor, Kingston University, Steering Group Chair

- Graham Bulpitt, Director of Information Services, Kingston University

- Betty Collis, HEA Critical Friend
- Richard Hall, University e-Learning Coordinator, De Montfort University

- Tim Linsey, Head of eLearning, Academic Development Centre, Kingston University, e-Learning/Technology Advisor

- Graham Morgan, Head of School, Faculty of Health and Social Care Sciences, Kingston University

- Ann Ooms, Senior Lecturer, Academic Development Centre, Kingston University, Project Manager

- Andreas Panayiotidis, Principal Lecturer, Faculty of Business and Law, Kingston University

- Marion Webb, Head of Learning & Teaching Development, Academic Development Centre, Kingston University, Learning, Teaching and Assessment Advisor

- Tatum Amankwah, Student representative, KU

Frequency of meetings

The Steering Group will meet three times. Where additional meetings are required for whatever reason, at least one week's notice will be given to all members of the Steering Group.

Chairmanship

The Steering Group will be chaired by Mary Stuart, Deputy Vice-Chancellor, Kingston University.

A Deputy Chair will be appointed from within the Steering Group.

Chair's action

Where there are urgent issues that are within the responsibility of the Steering Group that must be attended to between meetings, the Chair is authorised to make such decisions. These must then be brought forward to the next meeting of the Steering Group.

Decision making

Decision making will be by consensus where at all possible. Where a vote has to be taken, decisions will be taken by a simple majority of members present.

Changes to the Terms of Reference of the Steering Group will require to the consent of the Steering Group.