



# Terms of Reference

*SARUA Curriculum Innovation Working Group*



30 January 2015

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Approved by: SARUA Chief Executive Officer, 29 January 2015

## **In this document:**

“SARUA” refers to the Southern African Regional Universities Association

“SCIN” refers to the SARUA Curriculum Innovation Network

“CIWG” refers to the SARUA Curriculum Innovation Working Group

“Exco” refers to the SARUA Executive Committee

“SARUA member institutions” refers to SARUA universities in good standing for the current membership year

## **1. Composition**

1.1. The SARUA Curriculum Innovation Working Group shall consist of:

- Five (5) primary members selected from five (5) different SARUA member institutions.
- Two (2) alternate members selected from any SARUA member institutions.

1.2. All members shall be selected, after a nominations process open to SARUA member institutions, by the SARUA Exco.

1.3. CIWG members shall:

- Hold the position of Deputy Vice-Chancellor, or Dean, or Director at their respective university
- Be members of Senate.
- Have proven experience in climate change disciplines and/or Masters level curriculum development expertise.

1.4. The CIWG shall strive to maintain a representative balance among its members of:

- SADC countries;
- Southern African Climatic groups;
- Gender;
- Official languages (English, French and Portuguese).

## **2. Quorum**

- 2.1. The quorum for the SARUA Curriculum Innovation Working Group is three (3) out of five (5) permanent members, or their alternates.
- 2.2. Fourteen (14) days notice shall be given for all face-to-face meetings and seven (7) days notice shall be given for all virtual (telephone / Skype / videoconferencing) meetings.
- 2.3. If all permanent members of the CIWG are able to attend and/or consent thereto, a meeting may be held at any time.

## **3. Term of Office**

- 3.1. The initial term of office for SCIN Phase is two (2) years, from February 2015 to February 2017. The term of office and need for a revised working group membership will be assessed at the time, based on SCIN progress and objectives.
- 3.2. If a member gives up membership within the two year period, alternate members will be requested to fill the permanent position(s), before any new nominations process is started.

## **4. Organisation**

- 4.1. The CIWG will not have a permanent chairperson, but select a chairperson for each meeting.
- 4.2. The CIWG will receive advisory, logistic, secretarial and administrative support from:
  - SARUA Head Office;
  - Technical advisory and delivery teams appointed by SARUA and its partners;
  - SARUA member institutions who indicate a willingness to support the CIWG's activities.
- 4.3. The CIWG will conduct its work in English. Selected outputs, budget permitting, will be translated into French and Portuguese.

## **5. Terms of Reference**

- 5.1. All individual CIWG members shall be expected to review SCIN frameworks, curriculum documentation, draft courseware and other outputs for quality.
- 5.2. The CIWG members shall provide written comments on draft deliverables as required.

- 5.3. The CIWG shall meet, either face-to-face or via teleconference, biannually to discuss SCIN growth and progress.
- 5.4. The CIWG shall report biannually, after its meetings, on its activities and the quality of SCIN outputs to SARUA Exco. CIWG reports will be written with the assistance of SARUA and its technical advisory teams.
- 5.5. During the SCIN Phase 1, the CIWG will be responsible for:
- Review of EOI submissions and shortlisting of suitable university delivery consortia for inclusions in an Invitation to Tender (ITT) to develop a SARUA Masters curriculum and courseware in climate change;
  - Review of proposals submitted by shortlisted consortia in response to the ITT and selection of a successful delivery consortium;
  - Biannual quality reviews of delivery consortium outputs as contracted, with assistance from a Curriculum Review Team (CRT);
  - Promotion and advocacy of the SCIN and the use of the curriculum and courseware among SADC universities.
- 5.6. CIWG membership is voluntary. As per the SARUA Constitution, members will receive no remuneration for time or participation.
- 5.7. Costs of meetings, travel and accommodation will be covered by SARUA and its funding partners.<sup>1</sup>

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<sup>1</sup> The funding for the EOI process is provided by the Climate Development Knowledge Network (CDKN) and expenses will be reimbursed within the parameters of the official CDKN Expenses Policy.