

# Project Brief: CAUL Conference

## Document Information

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| <b>Project Name:</b> | CAUL Conference             |
| <b>Date:</b>         | 28 April 2021               |
| <b>Author:</b>       | Fiona Salisbury; Kate Davis |
| <b>Version:</b>      | 0.3                         |

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## Key Project Information

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| <b>Project Sponsor:</b>              | Fiona Salisbury<br>Program Director<br>f.salisbury@latrobe.edu.au      |
| <b>Program:</b>                      | Enabling a Modern Curriculum   |
| <b>Project Start Date:</b>           | September 2021   |
| <b>Project End Date:</b>             | Q3 or Q4 2022  |
| <b>CAUL National Office Contact:</b> | Kate Davis<br>Director, Strategy & Analytics<br>kate.davis@caul.edu.au |

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| <b>Project Management Group:</b> | CAUL Conference Project Team |
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| <b>Related Projects:</b> | <ul style="list-style-type: none"><li>● CAUL Open Educational Resources Collective</li><li>● Open Educational Resources Advocacy</li><li>● Open Educational Resources Professional Development Program</li><li>● Enabling a Modern Curriculum with Students as Partners</li></ul> |
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| <b>Key Documents:</b> | The following documents will be created following the establishment of the Project Team: <ul style="list-style-type: none"><li>● Project Timeline</li><li>● Membership List – Project Team</li><li>● Terms of Reference – Project Team</li><li>● Risk Management Strategy</li></ul> |
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## Project Approval

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| <b>CAUL Board of Directors:</b> | [Insert meeting date] |
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## Project Overview

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| <b>Background &amp; Context</b> | The CAUL Strategic Plan for 2020 to 2022 identifies ‘Enabling a modern curriculum’ as a key strategic focus for CAUL. A program of activities is being developed around this theme, including a project focusing on Open Educational Resources (OERs), and another on enabling the curriculum with students as partners. The scope of the theme is broad, and Australian and New Zealand academic libraries are undertaking a range of activities that go beyond the two foci of OERs and students as partners. A CAUL Conference focused more broadly on enabling the delivery of modern curricula will provide opportunities to share |
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|                                      | good practice and address challenges related to the broader practice of enabling a modern curriculum.   |
| <b>Objectives:</b>                   | Plan and deliver a face-to-face CAUL Conference that will take place in the second half of 2022.  |
| <b>Brief Description of Project:</b> | <p>This project will plan and deliver a face-to-face CAUL Conference that will take place in the second half of 2022. The CAUL Conference will provide a forum for</p> <ul style="list-style-type: none"> <li>• staff of Australian and New Zealand academic libraries to share good practice initiatives related to the theme of enabling a modern curriculum</li> <li>• presentation of work in progress and outcomes from the CAUL Enabling a Modern Curriculum Program</li> <li>• professional development for academic library staff.</li> </ul> <p>The CAUL Conference will provide an opportunity for academic library staff to share their knowledge and experience related to the practice of enabling a modern curriculum. It will promote good practice, provide an opportunity for discussion of key challenges, and facilitate sharing of learnings from initiatives undertaken across the sector.</p> |
| <b>Benefits:</b>                     | <p>This project will</p> <ul style="list-style-type: none"> <li>• provide a venue to disseminate information about the outcomes of CAUL's Enabling a Modern Curriculum program</li> <li>• further the Enabling a Modern Curriculum program by providing an opportunity for sharing and dialogue about issues, challenges, opportunities and practice</li> <li>• provide an opportunity to test the concept of a CAUL Conference.</li> </ul>   |
| <b>Scope:</b>                        | <p>The focus of this project is on planning and delivering a face-to-face CAUL Conference around the theme of Enabling a Modern Curriculum.</p> <p>The following activities are in scope:</p> <ul style="list-style-type: none"> <li>• Development of a proposal for a CAUL Conference.</li> <li>• Planning of a CAUL Conference.</li> <li>• Delivery of a CAUL Conference.</li> </ul> <p>The Project Team will be responsible for planning the program and advising CAUL National Office on issues to do with event management. Event management support will be provided by CAUL National Office.</p>   |
| <b>Anticipated Deliverables:</b>     | <ol style="list-style-type: none"> <li>1. A proposal for a CAUL Conference for review and endorsement by the Board of Directors.</li> <li>2. A CAUL Conference, with format, location and program composition to be approved by the Board of Directors based on advice from the Project Team.</li> </ol>  |
| <b>Anticipated Timeline:</b>         | <ul style="list-style-type: none"> <li>• Establish Project Team – September 2021</li> <li>• Convene Project Team and commence planning – September 2021</li> <li>• Develop proposed approach to the CAUL Conference for consideration and endorsement by the Board – September to October 2021</li> <li>• Proposal considered by the Board – November 2021</li> <li>• Commence Conference planning – October 2021</li> <li>• Undertake call for submissions process – date TBC</li> <li>• Deliver Conference – Q3 or Q4 2022</li> <li>• Undertake Conference evaluation – following Conference</li> <li>• Submit project closure report to the Board – TBC</li> </ul>   |

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| <b>Resource Requirements:</b> | Personnel:          | A Project Team comprising six staff from CAUL member institutions will be established to plan and organise the Conference. It is anticipated that workload will vary across the life of the project, beginning with one to two hours per week (June to September 2021), with a reduced workload of two to four hours per month thereafter. Workload may increase to approximately one to two hours per week in the month leading up to the Conference.   |
|                               | Project management: | Project management support will be provided by CAUL National Office.   |
|                               | Budget:             | <p>A small budget may be required for the following:</p> <ul style="list-style-type: none"> <li>● Venue hire</li> <li>● Catering</li> <li>● Zoom webinar license</li> <li>● Speaker gifts for invited speakers.</li> </ul> <p>The Project Team will explore the potential for sponsorship and make recommendations in the proposal for the Board’s consideration.</p> <p>The Conference will be offered on a cost recovery basis in line with CAUL’s profit for purpose model and intention to establish a modest income stream from events.</p> |
|                               | Other:              | Event management support will be provided by CAUL National Office.   |

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| <b>Key Stakeholders:</b> | Engagement with the following stakeholders will be required: <ul style="list-style-type: none"> <li>● CAUL Member institutions.</li> <li>● Critical friends for other projects in the Enabling a Modern Curriculum program.</li> <li>● Australian Library and Information Association.</li> </ul> |
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| <b>Key Risks:</b> | <p>The following potential risks have been identified. Mitigation strategies will be identified in the project planning phase:</p> <ul style="list-style-type: none"> <li>● Inadequate resources available for the project.</li> <li>● Insufficient submissions to support a robust program.</li> <li>● Low attendance due to <ul style="list-style-type: none"> <li>○ competing priorities</li> <li>○ limited professional development and/or travel budgets</li> <li>○ reluctance to attend face-to-face events post-COVID.</li> </ul> </li> </ul> |
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