

Charter - Library Learning and Teaching Leaders Community of Practice

Purpose

The purpose of the Library Learning and Teaching Leaders Community of Practice is to provide a forum for CAUL Member institution staff to engage in collegial professional learning and information sharing related to library learning and teaching at a management and leadership level.

The Community of Practice provides a forum for:

- Exchange of ideas
- Information sharing
- Peer support
- Exploration of issues
- Discussion of recent developments and practises
- Community-led training and professional development.

Scope

The Community of Practice focuses on leadership and management of library learning and teaching in academic libraries, including the ways that library staff collaborate with and advocate across the broader institution to deliver services.

Discussions focus on:

- Information and digital literacy services
- Academic skills services
- Measuring impact
- Staff professional development.

Term

The Community of Practice will be reviewed annually to ensure there is an ongoing need.

Sponsors

- Director, Strategy & Analytics
- Service Director, Professional Learning Service

Roles and Responsibilities

Sponsor

- Provide a direct line of communication to the CAUL Board.
- Support the Co-Convenors in resolving any issues that may arise.
- Present project briefs to the Board for consideration.
- Present updates on the Community of Practice activities to the Board, via a brief written report prepared by the Co-Convenors.

Co-Convenors

Initial Co-Convenors will be appointed by the CAUL Board for the first year of operation, after which Co-Convenors are appointed via an expression of interest process for a two-year term, with one new Co-Convenor appointed each year to ensure continuity.

General Operation of the Community of Practice

1. Work with the broader Community of Practice to develop a meeting schedule (including allocation of organising and chairing responsibilities) and/or schedule of discussion topics for the email list.
2. Oversee the operation of the Community of Practice, including:
 - a. Ensure the Community of Practice remains focused on its purpose as a Community of Practice as outlined in this Charter.
 - b. Encourage members to contribute to discussions.
 - c. Manage the meeting schedule, including:
 - i. Ensure meetings have a defined purpose.
 - ii. Work with meeting chairs to organise meetings.
 - d. Provide information about meetings to the CAUL National Office to post on the CAUL events listing.
 - e. Oversee the email list, including:
 - i. Send a membership update email to the email list each month advising of new list members and welcoming them to the Community of Practice.
 - ii. Monitor activity on the email list and address any issues that arise, escalating to the Sponsor when necessary.
3. Attend Community of Practice meetings.
4. Act as a spokesperson on behalf of the Community of Practice to the Sponsor.
5. Submit a short report to the Board on Community of Practice activities twice a year.
6. Ensure the Community of Practice undertakes an evaluation activity annually.

Community of Practice Projects

From time to time, the Community of Practice may undertake a defined project or body of work. In this case, the Co-Convenors:

1. Work with the Community of Practice to develop a project brief using the CAUL template.
2. Discuss the draft project brief with the Sponsor or the Sponsor's delegate in the CAUL National Office.
3. Finalise the draft project brief and submit to the Board.
4. Communicate outcomes from Board review of the project brief with the broader Community of Practice.
5. Work with the Project Lead to implement the project.

Practitioners

General Operation of the community of Practice

1. Participate actively in the learning community.
2. Inform the Community of Practice on matters relevant to the business of the community.
3. Participate in the annual evaluation of the community.

Community of Practice Projects

From time to time, the Community of Practice may undertake a defined project or body of work. In this case, nominated Community of Practice Members:

1. Actively contributing expertise and experience to achieve the project objectives.
2. Undertakes allocated work to agreed timelines.
3. Participates actively in the project planning and evaluation activities.

Membership

- Membership is open to up to two library staff from each CAUL Member institution who are in leadership positions relating to library learning and teaching.
- Members join the Community of Practice by contacting the Community of Practice convenors. Convenors advise CAUL of new Community of Practice members.
- CAUL facilitates member access to the Community of Practice email list on advice from convenors.

Meetings

- Community of Practice meetings will be held monthly excepting December and any other month the group deems unsuitable due to workload, such as March.

- The group will hold no less than 9 meetings annually.
- The purpose of the meetings is to provide opportunities for professional learning and discussion.
- Meeting chairing may be duties may be undertaken by the Co-Convenors or rotated among the membership.
- Meetings are planned, organised and facilitated by the Community of Practice.
- CAUL schedules and records meetings according to the schedule provided by Convenors.
- Meetings will be listed on the Events page on the CAUL website.

Reporting

The Co-Convenors are responsible for reporting on the activities of the Community of Practice through the following mechanisms:

- Provide a written report to the Sponsor (via email to the CAUL National Office) for inclusion in the relevant Program Update to the Board, at the third and sixth Board meetings each year.
- Provide informal reports to the Sponsor on an as-needs basis, as issues arise.

Engagement Principles

General

The following engagement principles apply to all CAUL Communities of Practice. The Community of Practice provides an inclusive, welcoming and safe space for members to engage in critical discussion, information sharing, professional learning, and problem solving. Members agree to enact the following norms as they engage in the Community of Practice:

- Members participate in the Community of Practice in their capacity as staff of CAUL Member institutions.
- Members must use an email address for a CAUL Member institution to subscribe to the email list.
- Members engage respectfully using appropriate language.
- Members are free to share openly, debate ideas, and challenge perspectives, however, critique is focused on ideas, not individuals, and personal attacks are not acceptable.
- Members engage constructively in group discussions, listening and responding with an open mind. Members recognise the value of diverse voices in community discussion and encourage each other to participate.
- Members speak from their own experience and represent their own perspectives. They do not presume to speak for the group.
- Members agree to a transparent membership:
 - Members agree to include a signature on all emails sent to the list that includes their name and institutional affiliation.
 - Members agree to their email address being published on a list of subscribers visible to list members via the email list system.
- Members do not post commercial messages on the email list. Rather, they contact individuals directly with product and service information if they believe it would help them.

Additional Principles

The Library Learning and Teaching Leaders Community of Practice members agree to enact the following norms:

- Members agree to maintain confidentiality of discussions in meetings, unless permission is explicitly given to share more broadly than the members in attendance.
- Members do not forward or share information posted on the email list unless explicit consent has been given by the sender to do so.
- Members use caution when discussing products or services, in recognition that emails are easily forwarded or reproduced and are subject to defamation laws.
- Members consider the commercial-in-confidence nature of agreements when discussing agreements in Community of Practice spaces.

This Charter was based in part on the [Community of Practice Charter Template](#) from the Centers for Disease Control and Prevention Communities for Public Health and the [CAUL Transformative Agreements Implementation Community of Practice Charter](#).