

# Learning Portal Terms of Reference (2024)

## Purpose

[The Learning Portal](#) is College Libraries Ontario's (CLO) flagship collaborative resource designed to provide 24/7 virtual access to a wide variety of open learning resources, tools, and academic learning supports, available in both English and French, and accessible to all Ontario college students and faculty.

The Learning Portal was originally developed in 2016 through the Heads of Libraries and Learning Resources (HLLR) strategic plan, which included a strategic direction to strengthen the college libraries collective capacity.

In April 2018, The Learning Portal (TLP) became one of the suite of Ministry-funded core services from the Ontario Colleges Library Service (OCLS) with an annual funding commitment to *"maintain the college libraries' Learning Portal, to improve student access to open learning resources and library services in support of province-wide online learning."* (OCLS Transfer Payment Agreement, 2018)

Funding from OCLS allows for the hiring of staff to manage, update, create, and assess the Portal on an ongoing basis. The arrangement with OCLS is between two colleges and enforced by an annual memorandum of understanding. The MOU includes annual deliverables. The LP employees are employed by two colleges, and are hired, trained and supervised by those two colleges.

The Advisory Committee provides strategic direction & oversight of Hub design and content including planning & funding considerations as well as receives academic direction from libraries & learning centres. The Advisory Committee acts as bridge to CLO and CLO committees, as well as a key link to OCLS in their funding role of The Learning Portal.

## Responsibilities

- Gather and adapt academic supports and content in partnership with the Ontario Colleges;

|                  |                 |
|------------------|-----------------|
| Term:            | ongoing         |
| Frequency:       | quarterly       |
| Format           | Online          |
| Quorum:          | Simple majority |
| Decision-Making: | Consensus       |

- Maintain sustainability of The Learning Portal;
- Continuous review, updating and assessment of the content of TLP.

The Learning Portal furthers CLO's strategic objectives 2022-2025 by:

- Providing innovative academic support programs and services to build student academic success, retention, and graduation rates;
- Demonstrating value to key stakeholders;
- Strengthening collective capacity;
- Working with our service provider, OCLS.

## Membership

The Advisory Committee has a detailed membership structure that includes:

College-wide members (chairs from CLO, members include representatives from Learning Centres, CCVPS, librarians)

Operational Team members (chairs and paid staff of Learning Portal (Coordinator)

Content Development Team members (sub-group of the advisory committee and operational team that oversees the content)

Subject Matter Experts (provides content expertise for the Hubs)

Hub Point Persons (those responsible for the Hub content)

## Meetings

Advisory Committee

## Minutes

- Recording: Minutes of each meeting are recorded by Coordinator
- Distribution: Minutes are circulated to Committee members via Confluence notification.

## Reporting/Relationships

The Chairs and Coordinator report to CLO on a regular and as needed basis. Reports are provided to CLO for reporting to CCVPS and OCLS as required. The Coordinator sends regular written updates to CLO. The Coordinator also provides in person updates at meetings when required or requested. A quarterly news blog is sent to subscribed library community members.

The Coordinator sends a weekly recap of work completed/assigned to the Chairs of The Learning Portal and the managers of the LP staff. The co-chairs and Learning Portal Coordinator meet monthly.

The Coordinator also sits on related CLO Committees (OER Community of Practice; Indigenous Matters Committee) to act as a liaison to The Learning Portal.

The Learning Portal reports regularly to, and collaborates with, the Indigenous Peoples Education Circle (IPEC) on the Maamwi Hub.

The various reporting mechanisms include LP metrics and data that was established by an interim LP Metrics subcommittee.

Key stakeholders are consulted on strategic direction of The Learning Portal.

## **Review and amendment**

The Terms of Reference have been reviewed and approved by the committee. At minimum, the committee must review these terms on an annual basis. If a change is required, the members must review and approve the change, then the committee chairs amends the Terms. The amendments will be captured in the version history for this page and notes in the meeting minutes.