

PART A: Terms of Reference (ToR)

This Terms of Reference (ToR) outlines the Teamwork Learning Circle's purpose, learning outcomes, stewardship structure, roles and responsibilities, meeting expectations and ways of working.

1. Purpose

The Teamwork Learning Circle's purpose is to:

> **Practise the power of teamwork, collaboration, and co-design to enrich teamwork education and experience for students, educators, researchers, and employers.**

The circle provides a dedicated space for learning together, in addition to developing products, solutions and outcomes.

The Teamwork Learning Circle aims to provide the following learning outcomes:

- Build institutional and individual knowledge around teamwork and collaboration
- Collaborative learning with an interdisciplinary community of people interested in teamwork and collaboration
- Developing, creating, and implementing teamwork practices, policy, processes and other outcomes such as research
- Engagement in professional development

2. Stewardship structure

The learning circle is a wider community of people with an interest in the role of teamwork and collaboration in higher education and will be made up of Chapters and a Stewardship Group. The circle will largely operate as an online community.

The Stewardship group will consist of 3-5 members who take responsibility for supporting the chapters and coordinating activities and processes across chapters. This group connects with stakeholders when it comes to implementing learning circle outcomes and oversees the circle's membership, growth, and quality.

As of Semester 1, 2025, this group comprises Danielle Ramirez, Caroline Sanz-Veitch, and Martijn van der Kamp.

3. Chapters

Chapters are small, self-directed groups that work on specific topics related to teamwork and collaboration in higher education. Initially, Chapters will be based on predetermined Workstreams (see Appendix 1). Later, Chapters will also be based on emerging topics and participants' interests. Chapters will have defined goals, outcomes and timelines. Chapters allow for interdisciplinarity across the University.

4. Member Roles and Responsibilities

To ensure a productive, respectful and encouraging environment, that can provide a sense of achievement, members are accountable for:

- fostering teamwork and collaboration
- active participation
- commitment to learning
- being responsible for all members
- supporting and encouraging curiosity
- listening, supporting and building Chapter members' ideas
- self-organising roles and responsibilities within the Chapters
- acting early to address any problems and/or conflict
- guiding discussions to ensure they remain constructive and aligned with Teamwork Learning Circle Learning objectives

Membership of the Chapters will commit to:

- attending a minimum of 4 meetings per semester
- contribution to at least 1 output per semester
- wholeheartedly championing the Teamwork Learning Circle within and outside the university
- sharing information across all Chapters and Stewardship Group members
- notifying members of the Stewardship Group, as soon as practical, if any matter arises which may affect participation in the Chapter

Membership of the Chapters will expect:

- to be provided with complete, accurate and meaningful information through open-source resources
- an organizational support structure and innovative ways of working
- to be supported with tools and approaches to support the workflow, as well as guidance around co-design practices that help to make learning tangible, relevant and shareable
- to gain MEA Professional Development credits
- opportunities for research and conference papers
- opportunities for building networks, connections and community

5. Meetings

With members across various locations, the learning circle will, in essence, be a digital network. Participants can join and work together without the need for face-to-face interactions. However, recognising the importance of more 'messy' real-life interactions, campus presence, and relationship building, kick-off meetings and events will also be organised as in-person or hybrid events.

The pacing of the learning circle is dictated by the university semesters (S1, S2 & Summer). Chapters define their outcomes on a semester-by-semester basis. Before each semester the whole learning circle comes together for a semester kick-off session in which chapters define their topics and set their approach.

Building on Agile methodology (PMI, 2021), the circle's approach builds on iterative and incremental development of products and outcomes. Therefore, each semester will be divided into four, three-week 'sprints'. At the end of every three weeks, there will be a learning circle meeting in which Chapters present their progress and receive feedback and suggestions from others.

During the three weeks, each chapter will be self-organising but can benefit from the agile work structure provided by the Stewardship group, where week one focuses on 'discovery'-based exploration, week 2 on seeking to 'develop' learning into something tangible, and week 3 on collective 'sharing and progress'.

6. Outcomes, Monitoring and Evaluation

Whilst this learning circle will have many outcomes, some of the more important ones are:

- Members will become better team workers, team facilitators and leaders
- Ideas, processes, practices, policies or tools shared can be directly applied to participants' courses or projects
- Skill development, such as co-design, facilitation, conflict resolution, or assessment
- development techniques

- Build communities of learning and practice (especially for education-focused staff)

We aim to track

- Member engagement - meeting attendance, chat contributions
- Outputs produced - files added to shared folders
- Member learning through MEA-submitted reflections
- Implementation activities through case-study development

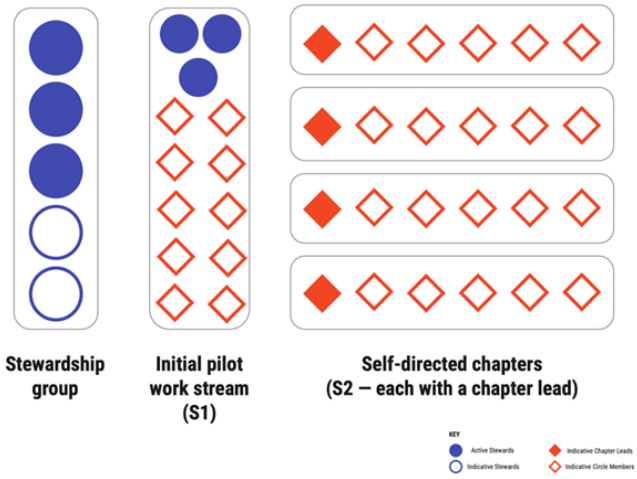
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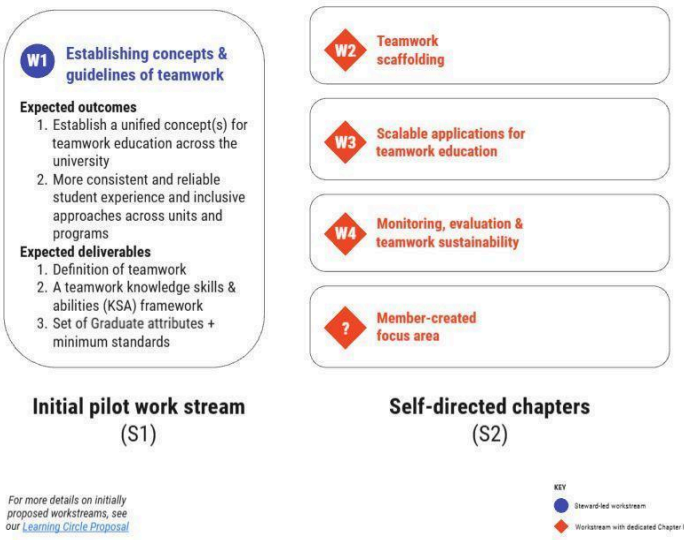
The ToR is effective from March 2025 and will be ongoing until terminated by mutual agreement between the parties. The ToR serves to guide the Teamwork Learning Circle, ensuring that it remains a dynamic and enriching space for teamwork and collaboration. Members are encouraged to engage actively and contribute to the collective learning experience.

8. Amendment, Modification or Variation

This ToR may be amended, varied or modified in writing after consultation and agreement by the Teamwork Learning Circle Stewardship Group. Periodic reviews will be conducted to assess the effectiveness of the ToR towards in alignment with learning objectives. As much of the outcomes of the learning circle, these terms are also an interactive and ever developing set of principles. If you have any questions, clarifications or suggestions please contact the Stewardship Group.

Appendix 1: Workstreams





Welcome to the Teamwork Learning Circle!

PART B: My Learning Journey

Complete the sections below to personalise your Teamwork Learning Circle learning journey.

My learning goals 🎯

What I hope to learn or achieve in the Teamwork Learning Circle:

Learn new skills, meet new colleagues from across the university, and continue to develop my understanding of the systems of monash, and produce outputs that benefit others.

Why I'm Here 🤩
The reason I joined the Teamwork Learning Circle:

Same reason - Learn new skills, meet new colleagues from across the university, and continue to develop my understanding of the systems of monash, and produce outputs that benefit others.

My Engagement Plan 🚀

Here's how I plan to contribute and stay engaged:

Participate in all sessions, contribute to conversation, Miro board and identify where my skills, knowledge and expertise are best placed - I know it's early on, but I think Teach HQ might be a place where output from the learning circle might sit and fit. Meaning, Teach HQ for monash educators and Learn HQ for students. Some outputs might also fit nicely on the Monash Teaching Community blog, and also the MEA Modules or Masterclasses, too

Other ways I'd like to engage include:

I'm up for anything, and are insanely curious and ready to contribute where I can.

Measuring My Progress 📈

Here's how I'll know I'm learning:

I can explain concepts and ideas to others, and embed them in my own professional practice, or even produce materials and assets related to these concept and ideas to educate others.

Other personal measures of success:

New besties from colleagues outside of my immediate team / portfolio, and if possible, collaborate on a separate or adjacent project.

Let's make this learning journey awesome together! 🤝

Yes, please

PART C: Learning Contract

The Teamwork Learning Circle Learning Contract outlines the commitments and responsibilities of its members. It serves as an agreement to promote active engagement, collaboration, teamwork and mutual respect.

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5. Agreement

The Learning Contract is effective from March 2025 and will be ongoing until terminated by agreement between the parties, which is a prerequisite for acknowledgement as a MEA module.

By signing below, each member acknowledges their commitment to the Teamwork Learning Circle outlined in the Learning Contract.

6. Amendment, Modification or Variation

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I commit to being an active, respectful, and engaged member of the Teamwork Learning Circle. I am here to learn, contribute, and have fun!

Name: **Rowan Peter**

Signature:

Date: **Wed 26 March, 2025**