

The membership and terms of reference of the WIG are set out below.

### 1. Purpose

The purpose of WIG is to inform the strategic direction and further develop the distinctive approach of the Higher Education Academy (HEA)'s work in Wales. It will also be a forum of peer support for institutions delivering HE in Wales to enhance learning and teaching and the student experience. The main thrust of activity will be related to academic enhancement. It is not the task of WIG, or any of its sub-groups, to act as a lobbying group.

### 2. Objectives

The objectives of WIG are as follows:

The WIG will:

- Provide a forum for sharing good practice and effective innovations;
- Identify opportunities for exploring possible collaboration on research or development projects to tackle strategically identified learning and teaching challenges;
- Provide a forum for peer support in terms of colleagues' experiences of their role in their institutions;
- Address the particular issue of Welsh medium / bilingual delivery in liaison with other key sector agencies.
- Act as a network for the sector in Wales.
- Act as a forum for debating issues relating to learning and teaching for institutions delivering HE in Wales, to include:
  - the sharing of good practice;
  - the evaluation of good practice;
  - the development of workshops, conference etc as appropriate to meet the needs of the group, working in conjunction with the HEA;
  - matters the sector in Wales wish to bring to the attention of the HEA for consideration.
- Facilitate HEA / institutional communications in Wales;
- Provide a mechanism that enables the Welsh HE sector to guide and inform the work of the HEA in Wales at both strategic and operational levels;
- Raise issues which will be used to help inform the HEA's planning processes;
- Advise the HEA on issues and priorities specific to institutions delivering HE in Wales;
- Advise the HEA on policy development;
- Receive, consider and respond to issues referred to it by the HEA;
- Receive information from the HEA's National Coordinator and act as a disseminating body.

### 3. Membership

Membership of the group will comprise:

- The HEA's National Coordinator for Wales who will Chair the group;

- One senior member responsible for learning and teaching (eg. PVC T&L, Head of Educational Development, Head of Learning and Teaching) from every Welsh institution that subscribes to the HEA – this will normally be the nominated HEA institutional contact, or their representative;
- Co-opted members as decided by the group on an ad-hoc basis (for example, colleagues responsible for subject and thematic areas from the HEA) as dictated by the agenda.

The HEA's Academic Development Officer (Wales) will provide secretariat service to the group.

#### **4. Reporting**

The Secretary will issue, in a timely manner, a summary record of each of its meetings.

The WIG's Chair will report back to the relevant Directorate at the HEA.

WIG members will report back to their institutions on the proceedings of the group, as deemed appropriate.

#### **5. Communication**

The WIG will communicate relevant activity to sector groups, organisations and institutions via email. These communications will be on an ad-hoc basis.

#### **6. Frequency of meetings**

The WIG will meet at least three times per academic year. Where sub groups are created, the main WIG will determine the frequency of meetings and reporting arrangements.

The Secretary may make use of electronic communications to facilitate information sharing among WIG members between formal meetings.

#### **7. Miscellaneous**

The WIG will determine venues for meetings. These will normally to be hosted in institutions on a peripatetic basis.

To ensure accountability, the WIG will produce an annual report, to be drafted by the Chair, to the HEA and participating institutions.

The WIG Terms of Reference will be reviewed by WIG members on an annual basis.

#### **8. Further information**

Please contact Helena Lim ([helena.lim@heacademy.ac.uk](mailto:helena.lim@heacademy.ac.uk)), National Coordinator for the HEA in Wales.

# **WIG Action Sets or Sub-Groups Membership and Terms of Reference**

## **1. Membership**

Membership of Action Sets or Sub-Groups will include:

- One (or more) WIG members acting as a 'lead' for the group;
- The HEA's Academic Development Officer for Wales who will provide secretarial support for meetings;
- One representative from each institution delivering HE in Wales;
- Representatives of key sector agencies as appropriate.
- Co-opted members as decided by the group on an ad-hoc basis, as dictated by the group's work.

## **2. Purpose**

The purpose, aims and objectives of WIG Action Sets or Sub-Groups will be defined in detail by WIG prior to any work commencing. The main thrust of this activity will be related to academic enhancement. It is not the task of these groups to lobby.

## **3. Terms of Reference**

The Action Sets or Sub-Groups will:

- Provide a forum for sharing best practice and innovations;
- Provide a forum for peer support in terms of colleagues' experiences of their role in their institutions;
- Identify opportunities for exploring possible collaborations on research or development projects related to the aims of the group;
- Act as a forum for debating issues relating to the group's remit;
- Advise WIG on issues and priorities specific to the remit of the group.

## **4. Reporting**

The Action Sets or Sub-Groups will report back to WIG – verbal updates at WIG meetings, and a brief written update annually. Group members will report back on work completed to their own institutions or organisation.

## **5. Communications**

The Action Sets or Sub-Groups will communicate relevant activity to sector groups, organisations and institutions via appropriate methods.

## **6. Frequency of meetings**

The Action Sets or Sub-Groups will meet at least three times per academic year.

## **7. Miscellaneous**

The Action Set or Sub-Group will determine venues for meetings, to be hosted either at institutions, or virtually.

The HEA will provide administrative and clerical support to service the sets and groups.

To ensure accountability, the Action Set or Sub-Group will produce an annual report, to be drafted by the group leader.

### **8. Further information**

Please contact Helena Lim ([helena.lim@heacademy.ac.uk](mailto:helena.lim@heacademy.ac.uk)), National Coordinator for the HEA in Wales.