

TERENA Task Force on Applied Media in Teaching and Learning (TF-Media)

Terms of Reference

1. Nowadays, the Higher Education Institutes (HEI), universities, colleges, as well as the national research institutes, knowledge archives, and libraries have to deal with a user community that is globally-minded and highly mobile in terms of locations, devices, platforms, and applications. Internet services, roaming solutions, and the plethora of multi-media systems, tools, and application are now openly (some cases freely) available to try and catch up with a rapidly changing paradigm in teaching and learning. However, proper guidance, coordination, and a common collaboration platform are all essential for these efforts to be successful.

The National Research and Education Networks (NRENs) can play different roles, such as survey and analyse, provide and maintain, or develop and enhance, multi-media management, repository, and distribution back-end systems and services taking into account the special requirements of the academic and research community. Thanks to their unique relationship with the user community and to pan-European (and global) collaboration, NRENs can advice, facilitate, and guide the R&E community to change from the old national, institutional, and language centric teaching and learning model to the new borderless, highly mobile, interactive, and disciplinary centric education and research environment.

The Task Force on *Applied Media in Teaching and Learning* builds on the mature relationship between NRENs and HEIs in Europe. It is established under the auspices of the TERENA Technical Programme to collect and share ideas, knowledge and experiences on how to support *media* applied to pedagogical (e-learning) as well as to research/scientific purposes. The task force has a major technical characteristic.

The Task Force will be known as TF-Media.

2. The aims of this Task Force are:

- a. to create a forum for both awareness and collaboration for global disciplinary groups dealing with media;
- b. to build and maintain the community of demanding media producers/editors/aggregators with a global perspective for facilitating innovation of some useful common "open" tools/services;
- c. to serve as a technology/tool scout for the R&E community, searching for the "next solution";
- d. to explore the combination of media services/initiatives (i.e. a catalogue for media) which could be shared between networks;
- e. to promote and transform media to be applied in teaching and learning environment (e-learning);
- f. to foster the federation, inter-operation of the national media content and metadata repositories at a pan-European level;
- g. to support HEIs in deploying and enriching lecture recording systems as well as production workflows and practices.
- h. to draft guidelines or best common practice documents containing and promoting information about existing standards, workflows, latest technology and service requirements, as well as rollout programmes on how to deploy common services;
- i. to co-ordinate and harmonise the work with other TERENA task forces and GÉANT activities, as well as liaise with global peers (e.g., Internet2, APAN, RedCLARA) and other communities such as the Opencast Community, EUNIS, librarians (Europeana), OpenCourseWare Consortium (OCWC), standardisation bodies, etc.

3. The Task Force will be open to any individual who can offer appropriate expertise, manpower, equipment or services. Participation will be on a voluntary basis.
4. The TF-Media chair and Secretary will jointly lead the task force, and prepare the agenda for each meeting. They will also actively consider the task force's future focus and direction, and solicit and coordinate input from its participants for this purpose. The chair will also coordinate the work of the task force, and is responsible for ensuring that agreed deliverables are produced. The chair of the task force will be Andy Zbinden (SWITCH).
5. The secretary is also responsible for taking the minutes at each meeting, and making logistical arrangements in cooperation with the meeting host institution. The secretary will support and contribute to work items, as appropriate. The secretary will be a member of the TERENA Secretariat staff.
6. The Task Force will operate with a 2-year mandate, starting on the 1st of January 2012. The mandate of the Task Force may be renewed by the TERENA Technical Committee (TTC). If the mandate is not renewed, the Task Force will be dissolved. The Task Force may also be dissolved if the TTC considers that it is making insufficient progress or that its activities are no longer useful or relevant, or if the Task Force chair resigns and no replacement can be found.
7. The Task Force will traditionally meet at approximately six-monthly intervals. Those physical meetings (with online participation possibility) will be held at various locations, taking care to reduce overall costs to participants by co-locating with other events, local workshop and/or relevant national conferences.

Beside those meetings, regular "social gatherings" will be popped-up ad-hoc on virtual, always-on, hang-out places (to be agreed e.g., Google+, GlobalPlaza, Ning, Facebook) that are recorded and 'archived' on the web. Virtual working groups and discussion sub-groups will dynamically be created on demand.
8. Reports and other results of the Task Force will be placed in the public domain, with the exception of information that is subject to a Non-Disclosure Agreement.
9. The Task Force will have a mailing list (tf-media@terena.org) for primary communication between the participants. The mailing list archive will be publicly available. The TF-Media public Wiki will be available at <https://confluence.terena.org/display/tfmedia/>, additionally a Wikipedia space will be created and maintained.

List of Participants

The following NRENs, research organisations, and academic institutions have expressed their willingness to contribute to the work items and potential deliverables:

NREN participants:

Belnet, CARNet, CESNET, CSC/Funet, FCCN, GRNET, HEAnet, IUCC, JANET(UK), NIIF, PSNC/PIONEER, RedIRIS, SURFnet, SWITCH, UNI-C, UNINETT

Academic participants:

ETH Zurich, Universidad de Vigo, Østfold University College, Universidad Carlos III de Madrid, Université Pierre et Marie Curie (UPMC), University of Cambridge (CARET), University of Porto, University of Nottingham, Universidad Politécnica de Valencia, CINECA InterUniversity Consortium, Instituto Superior de Engenharia do Porto (ISEP)

Industry participants:

Level3

List of Work Items

Code	Description	Leaders / Supporters
A	Metadata and repositories <ul style="list-style-type: none"> • Content and its sharing • Metadata • Search and indexing • Feasibility check of inter-operations, federations, harmonisations 	Otto Wittner (UNINETT) Jose-Maria Fontanillo (RedIRIS) IUCC, ...
B	From media to Learning Objects <ul style="list-style-type: none"> • Support for e-learning • Pedagogical implementations • Legal and copyright aspects 	Eli Shmueli (IUCC) Antonio Vieira de Castro (ISEP) UPMC, Belnet, ...
C	Back-end systems <ul style="list-style-type: none"> • Platform maintenance and development • Distribution and live streaming solutions • Media services in the cloud • MediaMosa governance discussion 	Frans Ward (SURFnet) Level3, SWITCH, FCCN, CSC/Funet, UVigo, ...
D	Lecture recording and enrichment <ul style="list-style-type: none"> • Best practices, service/tool catalogue • Select the next technology • Open formats and licenses • Automated/Portable lecture recording • Video/Web conferencing interface 	Vicente Goyanes (UVigo) UPV, UPMC, CSC/Funet, ...
E	Promotions and PR <ul style="list-style-type: none"> • Wikipedia • Using social media (Google+, GlobalPlaza, Ning, Facebook, etc.) • Various target groups (students, lecturers, HEI media service admins, technicians, etc.) • Liaisons with other task forces, global peers, librarians, etc. 	Andy Zbinden (SWITCH) Peter Szegedi (TERENA) CESNET, ...

New work items or deliverables may be added as the Task Force sees fit.