

ASCILITE SPECIAL INTEREST GROUP (SIG) POLICY AND PROCEDURES

Date approved:	13/02/2019	Date Policy will take effect:	13/02/2019	Date of Next Review:	13/02/2021
Approved by:	ASCILITE Executive				
Custodian title & email address:	ASCILITE Secretariat secretariat@ascilite.org				
Responsible Team:	ASCILITE Executive (SIG Chair)				
Supporting documents, procedures & forms for this procedure:	ASCILITE Operational Plan 2018 – 2021 ASCILITE Constitution SIG Establishment Form SIG Renewal Form www.ascilite.org/get-involved/sigs				
Audience	ASCILITE SIG leaders, potential SIGs, current members and potential members				
Expiry date	This policy and procedure document is reviewed by the ASCILITE Executive every two years or as frequently as necessary.				

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Purpose

This document describes ASCILITE's policy and procedure for establishing and renewing an ASCILITE Special Interest Group (SIG).

Definitions

1. *SIG*: An ASCILITE Special Interest Group that brings together individuals and/or organisations within ASCILITE around a common topic that informs activities, e.g. an area of practice and/or research.
2. *SIG Leader(s)*: Responsible for the day-to-day running of the SIG. This person will be the primary point of contact between the ASCILITE Secretariat/Executive and the SIG.
3. *SIG Co-leader(s)*: Responsible for working with the SIG Leader(s) to develop and manage the SIG.
4. *SIG Committee*: Members of the SIG that support the SIG Leader and the SIG community through a committee structure.
5. *ASCILITE Executive sub-group*: Members of the ASCILITE Executive who decide upon the SIG policy and the value and viability of ASCILITE SIGs and their remit.

ASCILITE Strategic Goals & Objectives

Strategic Goals

1. To advance the viability and sustainability of ASCILITE (Sustainability)
2. To actively disseminate and encourage digital innovation in educational research and practice in the tertiary sector (Innovation)
3. Use evidence to inform discussion and foster exemplary practice in technology-enhanced learning (Evidence Based Practice)
4. Actively conduct and disseminate scholarly open access research in technology-enhanced learning (Research)

Strategic Objectives

1. Maintain and enhance the relevance and value of member benefits, ASCILITE services and strategic partnerships.
2. Promote broader awareness of ASCILITE across the tertiary sector.
3. Support and advance the wide adoption of innovative and contemporary educational research and practice.
4. Provide opportunities to promote and endorse excellence in the design and use of digital technologies.
5. Initiate collaborations that progress innovation and educational practice.
6. Actively disseminate and promote innovation in educational research and practice.
7. Provide opportunities for collaboration and networking of evidence-based practice through ASCILITE activities.

8. Foster the professional recognition of practitioners in the use of educational technology by supporting rigorous, reflective peer-review and communities of practice.
9. Foster research to progress pedagogical practice in the sustainable use of educational technologies.
10. Promote and recognize scholarly practice.
11. Enable and promote strategic networking and mentoring opportunities.
12. Build research capacity in the educational use of digital technologies.

Roles and Responsibilities

1. A SIG's aims and activities will be broadly in line with (and will not undermine) the ASCILITE Strategic Plan (refer to the "Strategic Goals & Objectives" section above).
2. ASCILITE SIGs will have a clearly defined remit enacted through activities designed to engage their members toward meaningful outcomes.
3. SIG leaders/co-leaders will be current members of ASCILITE and will be expected to keep their membership up-to-date whilst holding a SIG leadership role.
4. SIGs may have up to four SIG leaders and co-leaders.
5. SIG leaders/co-leaders may change from time to time, but only at the beginning of each year (and no later than May of each year).
6. SIG leaders will encourage individual SIG participants to join ASCILITE if they are not already an individual member.
7. SIGs will not bring ASCILITE into disrepute.
8. SIGs, their members and activities will operate in compliance with the ASCILITE constitution.
9. Where possible, SIGs will plan activities to promote engagement and disseminate outcomes at the ASCILITE annual conference. Such activities can also be undertaken at other events.
10. SIG leaders will submit annual reports to ASCILITE (refer to "Renewing a SIG" below).

Process for Establishing a SIG

1. Proposals for establishing a new SIG are accepted at any time and proposals may be emailed to the ASCILITE Secretariat using the SIG Establishment form.
2. Proposals must include the names, institutions, email addresses and the ASCILITE membership status of at least 20 individuals from tertiary education institutions who wish to join the SIG (refer to SIG Establishment form appendix).
3. Proposals will be assessed on their value, viability and potential for engaging ASCILITE members and potential members. A sub-group of the Executive will assess proposals and make a recommendation to the full ASCILITE Executive who will vote on all proposals. Feedback will be provided in a timely manner to the proposed SIG leaders. The sub-group will also consider whether any special conditions should be set.

Renewing a SIG

1. A completed SIG Renewal Form is due each year, usually in September or October. This form serves as an annual report on the SIG and is used by the ASCILITE Executive to review the SIG's activities and future plans. The completed report is also used as input in to ASCILITE's annual President's Report which is distributed to all ASCILITE members.
2. Existing SIGs are renewed if their value to ASCILITE and ASCILITE members can be well justified and they have operated in accordance with SIG requirements and if they demonstrate strong vitality and potential.

Discontinuation of a SIG

1. A SIG can voluntarily choose to be discontinued at any time in consultation with members and the ASCILITE Executive.
2. The ASCILITE Executive has the right to disestablish a SIG at any time if such an action is in the interests of ASCILITE or if the SIG is not meeting the requirements as outlined under "Roles & Responsibilities" and "SIG Requirements".

SIG Requirements

1. All SIGs are required to:
 - use the web presence on the ASCILITE website created for the SIG to profile the SIG and promote the SIG's activities.
 - use a dedicated SIG sign-up form on the ASCILITE website SIG pages to enrol new SIG members. (Copies of all new sign-ups will be emailed to the designated SIG email address/SIG leader and a current list will be made available to the SIG on request at any time).
 - promote SIG activities through ASCILITE's communication channels, e.g. Twitter, Facebook and the ASCILITE bulletin. Promotion beyond these channels is also encouraged. Items may be emailed to the ASCILITE Secretariat for posting.
 - hold at least one interactive ASCILITE webinar annually for the broader community beyond the SIG membership. ASCILITE webinars promoted by ASCILITE on behalf of the SIG.
 - contribute a post to the ASCILITE TELall blog.

SIG Entitlements

1. SIGs are expected to manage themselves with only limited input from the ASCILITE Secretariat and Executive.
2. All SIGs are entitled to:
 - utilize ASCILITE's Blackboard Collaborate account to conduct online SIG webinars.
 - submit proposals for a SIG specific session at the ASCILITE Conference program, which showcases the SIG in the context of ASCILITE's mission.

SIG Budget

1. Limited funding is available to support SIG activities for approved SIG expenditures.
2. SIG funding requests must be submitted by SIG leaders to the ASCILITE Secretariat and must include the purpose of each proposed expenditure.
3. SIG funding requests will then be considered for approval by the ASCILITE Executive Committee.
4. Any funding request by a SIG must be approved by the ASCILITE Executive prior to any expenditure.
5. Once approved, SIG funds may only be used for the previously approved activities.
6. If and when any approved SIG expenditure is not paid directly by ASCILITE, it may be reimbursed on presentation of receipts and a signed ASCILITE Expense Claim form available from the ASCILITE Secretariat.
7. As far as possible, approved expenditure is to be used for activities that benefit the whole group and not individuals. Approved expenditure may include items such as catering for face to face meetings or workshops and/or third-party presenter fees.
8. Activities not supported by SIG funding include items such as salaries of members or research assistants and other individual expenses.
9. A 50% ASCILITE conference registration discount is available for up to two SIG leaders/co-leaders but only when those individuals are directly involved in programmed SIG activities at the ASCILITE conference.

Document Version Control Table

Version Control	Date Released	Approved By	Amendment
V2.41*	131/02/2019	ASCILITE Executive	Further defined number of SIG leaders, budget allocations, conference discounts and sign-up lists. Added ASCILITE's strategic goals and objectives.
V2.3*	15/05/2017	ASCILITE Executive	Updated to reflect Executive decision to change the conference discount available to SIG leaders.
V2.2*	29/06/2015	Dr Caroline Steel	Updated with revised SIG establishment and renewal dates.
V2.1	31/07/2014	Dr Caroline Steel	Updated to include revised conference registration fee subsidy of 50%.
V2.0	13/03/2014	Dr Caroline Steel	Updated to incorporate feedback from MB & MN.

V1.5	06/03/2014	Dr Caroline Steel	Formatted and distributed to Executive Committee for final review.
V1.4	03/03/2014	Dr Caroline Steel	Updated to incorporate feedback from LG & JB.
V1.3	07/02/2014	Liz Greener & Janet Buchan	Reviewed with feedback and suggestions for modification provided.
V1.0	09/01/2014	Dr Caroline Steel	Draft Policy and procedure created for distribution and comment.
*Includes SIG Establishment form and SIG Renewal form.			