



Academy Content Review Task Force

Terms of Reference

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Task Force Title: Academy Content Review Task Force (ACRTF)

Task Description/Goal: Review & evaluate each recording of conference session content for inclusion in Academy as a Learning Management System (LMS) course.

Terms of Reference: Each conference session recording needs to be evaluated as worthy for inclusion based on lasting relevance, quality of content, quality of recording, and ability to adapt/fit to an online, on-demand framework. Notes will be needed on overall video length and editing needed. Filling in any gaps in information needed for listing the course in the LMS such as a description, track, presenter, title, and if it is worth any Program CEUs.

Leadership / Accountability: This Task Force will be managed by an Academy Development Work Group liaison and staff.

Task Force Membership Needs: The number of members in this Task Force will vary based on the number of session recordings needing review.

Qualifications/Requirements/Needs: Ability to watch video content, evaluate, and take notes.

Time Commitment Expectation: Depends highly on the amount of sessions to be reviewed at any given time. The group could do all of its work asynchronously and may not need to meet.

Platform/Tools Used in this Task Force:

- Email - to receive access to the online platform
- Online platforms
 - Asana - each group of sessions to be reviewed will be in its own Asana project
 - Google Workspace Drive - to access the videos

Task Force Term Limit: This Task Force will be dissolved when all 2025 and 2026 recorded conference session content is reviewed.

Task Force Member List: