

**MEMORANDUM**

ATTENTION	Senate	DATE	January 16, 2015
FROM	Andrew Petter, Chair Senate	PAGES	1/1
RE:	Revised Terms of Reference for Senate Committee on University Teaching and Learning (SCUTL)		

The Senate Committee on Agenda and Rules has reviewed the attached documents and is making the following recommendation.

Motion:

“that Senate approve the revised terms of reference for the Senate Committee on University Teaching and Learning (SCUTL) effective immediately.”



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MEMORANDUM

ATTENTION	Members of Senate	DATE	January 15, 2015
FROM	Stephanie Chu, Acting SCUTL Chair, TLC Director	PAGES	1
RE:	Senate Committee on University Teaching and Learning (SCUTL) Terms of Reference Changes		

On behalf of the Senate Community on University Teaching and Learning (SCUTL), I am writing to submit proposed changes to our Terms of Reference. The Terms of Reference were last revised in February 2005. Our proposed revisions more accurately reflect the scope of the work and projects SCUTL has undertaken over the past decade and anticipates undertaking in the future. Edits have also made to the membership to correct both elected and ex-officio member details.

Motion: That Senate approve the revised terms of reference for the Senate Committee on University Teaching and Learning (SCUTL) as set out in the attached document.

Senate Committee on University Teaching and Learning (SCUTL)

Terms of Reference

Revised January 15, 2015

The Senate Committee on University Teach and Learning (SCUTL) recommends the following changes to its terms of reference in order to more accurately reflect the scope of the work and projects SCUTL has undertaken over the past decade and anticipates undertaking in the future. Edits have also made to the membership to correct both elected and ex-officio member details.

Specifically, we are replacing Terms 1-3 and 4 and 6 with more general statements of purpose, and retaining Term 7. We are also adding specific terms for the operation of the committee and within this section replacing Term 5 as it makes mention to several units that have changed titles.

Original Terms of Reference (February 2005)

1. To provide advice on matters pertaining to Learning Outcomes and Prior Learning Assessment.
2. To review periodically, and provide advice on, grading practices and standards in the Faculties.
3. To provide advice and guidance on development and upgrading of teaching evaluation instruments in use in the University.
4. To review periodically, and to provide advice on, the instructional development needs of faculty, laboratory and sessional instructors and teaching assistants including teaching enhancement initiatives and professional development.
5. To review and recommend learning support services for instructional staff including graduate teaching and graduate training evaluation, as well as receive and comment on the annual reports of various groups including: the Learning and Instructional Development Centre, the Centre for Online and Distance Education, Academic Computing Services, and Student Academic Resources. Also to review annual undergraduate surveys.
6. To provide advice on the efficacy of various teaching strategies in relation to changing teaching and learning environments.
7. To consider such matters, related to teaching and learning, referred to the Committee by Senate and its committees.

Proposed Changes

ADD “Purpose”

1. To provide advice on matters pertaining to Learning Outcomes and Prior Learning Assessment.
2. To review periodically, and provide advice on, grading practices and standards in the Faculties.
3. To provide advice and guidance on development and upgrading of teaching evaluation instruments in use in the University.

REPLACE WITH

1. *To provide institutional oversight on matters related to teaching and learning. These include but are not limited to educational goals, curriculum development and assessment, teaching*

and course evaluation processes, instructional development needs, and evolving teaching practices.

4. To review periodically, and to provide advice on, the instructional development needs of faculty, laboratory and sessional instructors and teaching assistants including teaching enhancement initiatives and professional development.
6. To provide advice on the efficacy of various teaching strategies in relation to changing teaching and learning environments.

REPLACE WITH

2. *To provide advice, guidance, and support to relevant University bodies and stakeholders on matters related to teaching and learning.*
7. To consider such matters, related to teaching and learning, referred to the Committee by Senate and its committees. (RETAIN as #3)

ADD THE FOLLOWING TERMS AND INCORPORATE A REVISED #5

Operation

The Committee quorum shall be five members.

The Committee may establish sub-committees to gather information, develop expertise, conduct pilot projects or perform other tasks as assigned.

Committee meetings shall be open.

Committee meetings will be held monthly at times established before the beginning of each semester.

The Committee shall report to Senate in May of each year.

5. To review and recommend learning support services for instructional staff including graduate teaching and graduate training evaluation, as well as receive and comment on the annual reports of various groups including: the Learning and Instructional Development Centre, the Centre for Online and Distance Education, Academic Computing Services, and Student Academic Resources. Also to review annual undergraduate surveys.

REPLACE WITH

The Committee shall regularly solicit and review teaching and learning related surveys such as the annual SFU Undergraduate Survey, as well as reports of various units including but not limited to the Teaching and Learning Centre (TLC), the Centre for Online and Distance Education (CODE) and the Student Learning Commons (SLC).

The Committee shall regularly communicate with related committees such as the Learning & Teaching Coordinating Committee and the Academic Integrity Committee.

Membership¹

Members	Conditions
Faculty Member of SCUTL	Chair, Elected by members of SCUTL
Faculty Member (Applied Sciences)	Elected by Senate
Faculty Member (Arts and Social Sciences)	
Faculty Member (Business Admin)	
<i>Faculty Member (Communication, Art & Technology)</i> ADDED	
Faculty Member (Education)	
<i>Faculty Member (Environment)</i> ADDED	
<i>Faculty Member (Health Sciences)</i> ADDED	
Faculty Member (Science)	
Faculty Senator ADDED	Elected by and from Senate
Undergraduate Student	Elected by Senate
Graduate Student	
<i>Director, Teaching and Learning Centre (or designate)</i> CHANGED FROM Director, Learning and Instructional Development Centre	Secretary, Ex-officio (voting)
<i>Associate University Librarian Learning & Research Services (or designate)</i> CHANGED FROM Director, Student Learning Commons	Ex-officio (voting)
<i>Senior Director Learning and Retention (or designate)</i> CHANGED FROM Acting Director, Student Academic Resources	Ex-officio (voting)
Recording Secretary ADDED (tlcdir@sfu.ca)	Ex-officio (non-voting)

¹ Terms: Chair = 2 years; Faculty = 3 years; Student = 1 year

For the sake of clarity, the new set of Terms of Reference should read as follows:

Senate Committee on University Teaching and Learning (SCUTL)
Terms of Reference
Revised January 15, 2015

Purpose

1. To provide institutional oversight on matters related to teaching and learning. These include but are not limited to educational goals, curriculum development and assessment, teaching and course evaluation processes, instructional development needs, and evolving teaching practices.
2. To provide advice, guidance, and support to relevant University bodies and stakeholders on matters related to teaching and learning.
3. To consider such matters, related to teaching and learning, referred to the Committee by Senate and its committees.

Operation

1. The Committee quorum shall be five members.
2. The Committee may establish sub-committees to gather information, develop expertise, conduct pilot projects or perform other tasks as assigned.
3. Committee meetings shall be open.
4. Committee meetings will be held monthly at times established before the beginning of each semester.
5. The Committee shall report to Senate in May of each year.
6. The Committee shall regularly solicit and review teaching and learning related surveys such as the annual SFU Undergraduate Survey, as well as reports of various units including but not limited to the Teaching and Learning Centre (TLC), the Centre for Online and Distance Education (CODE) and the Student Learning Commons (SLC).
7. The Committee shall regularly communicate with related committees such as the Learning & Teaching Coordinating Committee and the Academic Integrity Committee.

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Faculty Member (Education)	
Faculty Member (Environment)	
Faculty Member (Health Sciences)	
Faculty Member (Science)	
Faculty Senator	Elected by and from Senate
Undergraduate Student	Elected by Senate
Graduate Student	
Director, Teaching and Learning Centre (or designate)	Secretary, Ex-officio (voting)
Associate University Librarian Learning & Research Services (or designate)	Ex-officio (voting)
Senior Director Learning and Retention (or designate)	Ex-officio (voting)
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