



SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

TO: Senate

FROM Andrew Petter
Chair – Senate Committee on Agenda and Rules

DATE: November 15, 2019

SUBJECT: Terms of Reference Revisions to Senate Committee on
Undergraduate Teaching and Learning

Motion:

That Senate approve the revisions to the Senate Committee on Undergraduate Teaching and Learning (SCUTL) Terms of Reference.



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MEMO

ATTENTION Senate Committee on Agenda and Rules

FROM Sheri Fabian, Chair, Senate Committee on University Teaching and Learning

RE Revision to Terms of Reference

DATE November 14, 2019

Action undertaken by the Senate Committee on Undergraduate Studies at its meeting of November 13, 2019, gives rise to the following recommendation:

Motion:

That SCAR approve the revisions to the Senate Committee on University Teaching and Learning (SCUTL) Terms of Reference.

Senate Committee on University Teaching and Learning (SCUTL)

Terms of Reference

Revised November 13, 2019

The Senate Committee on University Teaching and Learning (SCUTL) recommends the following changes to its terms of reference to reflect the reorganization of the Centre for Educational Excellence (CEE), which includes the former TLC and CODE units.

Specifically:

1. We are changing the Chair of SCUTL from an elected member of the committee to the Vice Provost & Associate Vice President, Learning & Teaching. The committee agrees that the person in this role is most appropriate to chair the committee.
2. We are replacing the Director, Teaching and Learning Centre (TLC) to reflect the launch of the Centre for Educational Excellence (CEE) which included the reorganization of the former TLC and CODE. The TLC Director's position no longer exists and will be replaced by the Director, Curriculum & Instruction, CEE, and the Director, Learning & Teaching Technology, CEE.

For clarity, the new terms of reference would appear as follows

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) Centre for Educational Excellence and the Student Learning Commons (SLC).
7. The Committee shall regularly communicate with related committees such as the Education Systems Stewardship Committee and the Academic Integrity Committee.

Membership¹

Members	Conditions
Associate Vice-President, Learning and Teaching Faculty Member of SCUTL	Chair, Ex-officio (Non-voting except in case of a tie) Chair. Elected by members of SCUTL
Faculty Member (Applied Sciences)	Elected by Senate
Faculty Member (Arts and Social Sciences)	
Faculty Member (Business Admin)	
Faculty Member (Communication, Art & Technology)	
Faculty Member (Education)	
Faculty Member (Environment)	
Faculty Member (Health Sciences)	
Faculty Member (Science)	
Senator	Elected by and from Senate
Undergraduate Student	Elected by Senate
Graduate Student	
Director, Curriculum & Instruction, Centre for Educational Excellence Associate Vice-President, Learning and Teaching	Ex-officio (voting)
Director, Learning & Teaching Technology, Centre for Educational Excellence Director, Teaching and Learning Centre (or designate)	Secretary, Ex-officio (voting)
Associate Dean of Libraries, Learning and Research Services (or designate)	Ex-officio (voting)
Executive Director, Student Affairs (or designate)	Ex-officio (voting)
Director, Institute for the Study of Teaching and Learning in the Disciplines (or designate)	Ex-officio (voting)
Associate Director, Application Services, ITS (or designate)	Ex-officio (voting)
Recording Secretary (avp_ltsec@sfu.ca)	Ex-officio (non-voting)

NOTE: In general, a delegate (non-voting) may attend meetings when a regular member is not available with prior notice to the Chair.

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