COMMITTEE ON TEACHING AND LEARNING
TERMS OF REFERENCE

Mandate

The Committee on Teaching and Learning (Committee) is established by the General Faculties Council (GFC) under its general authority for academic matters under the *Post-Secondary Learning Act*. The Committee provides academic oversight from a cross-program/institutional perspective. It serves as GFC's primary advisory group on promotion of excellence in teaching and of an optimal learning environment.

Responsibilities

Delegated Authorities

The Committee shall:

- Approve criteria for student feedback surveys.
- Set priorities and endorse strategic direction for teaching and learning initiatives and for professional development to support those initiatives.
- Approve criteria for the adjudication of faculty development funding, in alignment with teaching and learning strategies.
- Review and approve changes to existing University policies and procedures relating to the Committee's mandate as set out in the University's Policy Document Framework and identified in Appendix A.
- Develop criteria and nomination processes for teaching awards and recommend award winners to the Provost & Vice-President, Academic as outlined in the Teaching Awards Policy.
- Recommend key performance indicators and metrics for teaching and learning, including learning outcomes, to the GFC for approval.
- Monitor the evolution of learning technology applications, including their impact on pedagogy in order to advise on and endorse the vision and strategy for learning spaces and learning technologies.
- Advise the Teaching and Learning centre and the GFC on all matters which affect teaching and learning at the University.
- Receive reports related to teaching and learning services, and student engagement, and provide feedback.
- Provide insight, advice and recommendations on other topics related to teaching and learning.
- Undertake other duties related to its mandate as assigned by GFC from time to time.

Subsidiary Bodies and Sub-Delegation

The Committee may:

- Strike sub-committees and/or working groups to support its functions, and approve terms of reference for such bodies, as listed in Appendix B.
  - A sub-committee will have an ongoing mandate and will be required to provide a written annual report to the committee at the last meeting of the academic year. The sub-committee will provide an update to the committee at least twice per academic year.
  - A working group has a start and end date and will be required to provide a final report to the committee upon the working group's termination. The working group will provide an update to the committee at least twice per academic year.
  - The meeting schedules and membership for sub-committees and working groups will be shared with the committee at the start of the academic year.

Workplan

The Committee will maintain a workplan, to be updated annually, and shared with the GFC for feedback.

Reporting

The Committee will regularly report to the GFC on its activities and decisions.

Membership

Voting

Ex-Officio

- President and Vice-Chancellor
- Provost & Vice-President, Academic, or delegate
- Associate Vice-President, Students, or delegate
- Dean of the Library, or delegate, who shall serve as the administrative co-chair

Elected

- Four (4) academic staff members of the GFC, one of whom shall be elected by the Committee as the academic co-chair for the academic year

Appointed

- One (1) Dean, appointed by the Dean's Council
- Two (2) student members of the GFC, appointed by the Students' Association of MacEwan University
- Three (3) additional academic staff members at large who shall be nominated by the Committee and appointed by the Executive Committee of the GFC

<u>Non-Voting</u>

Resources

- Chief Information Officer, or delegate
- Associate Dean, Centre for Teaching and Learning
- University Secretary
- Recording secretary
- The Committee may invite additional resource members or special consulting members who do not vote

Office of Record

The Office of University Governance is administratively responsible for the operation of the Council, including meeting coordination, issuing agendas, record keeping and communication.

Amendment, Modification or Variation

The Committee will review these Terms of Reference and related delegated authorities at least every three years.

Last Updated/Approved

- August 24, 2020 - Motion of GFC Executive Committee
- November 2022 - Minor editorial correction to titles of ex-officio and non-voting resources
- October 2023 – Motion of GFC Executive Committee
- October 2024 – Motion of GFC Executive Committee

Academic Policy Delegation Table

Section 1: GFC Policies and GFC EC Procedures	Approve	Recommend	Consult
Student Code of Conduct	GFC	Standards	Student Affairs
Student Academic Integrity Policy	GFC	Standards	Student Affairs
Student Academic Misconduct Procedure	GFC EC	Standards	Student Affairs
Credentials Policy	GFC	Standards	-
Graduation Procedure Posthumous and Honorary Award Procedure	GFC EC	Standards	-
Subsequent Baccalaureate Credential Policy	GFC	Standards	-
Admissions Policy	GFC	Standards	-
Admission Procedure Admission Evaluation Procedure	GFC EC	Standards	-
Curriculum Policy	GFC	Planning	Standards
Baccalaureate Program Review Procedure Program and Course Approvals Procedure	GFC EC	Planning	Standards
Academic Advisory Councils Policy	GFC	Planning	-
Student Advisory Committees	GFC	Planning	-
Student Advisory Committees Faculty of Arts and Science Procedure Student Advisory Committees Faculty of Fine Arts and Communications Procedure Student Advisory Committees Faculty of Health and Community Studies Procedures Student Advisory Committees Faculty of Nursing Procedure Student Advisory Committees School of Business Procedure	GFC EC	Planning	-
Postdoctoral Fellows Policy	GFC	Scholarly	-
Procedures for Postdoctoral Fellows	GFC EC	Scholarly	-
Honorary Doctorates Policy	GFC	-	-
Honorary Doctorates Procedure	GFC EC	-	-
Research Institutes, Research Centres and Research Groups Policy	GFC	Scholarly	-
Research Partnerships and Affiliations Policy	GFC	Scholarly	-

Section 2: Standing Committee Policies and Procedures

Committee on Academic Planning and Quality Assurance (2 policies)	Approve	Consult
Work Integrated Learning Policy	Planning	-
Co-Operative Education Policy	Planning	-

Committee on Academic Standards, Curriculum, and the Calendar (14 policies and 4 procedures)	Approve	Consult
Academic Scheduling of Classes Standard	Standards	-
Academic Standing Policy	Standards	-
Withdrawal from University Programs Policy	Standards	-
Prior Learning Assessment and Recognition Policy	Standards	-
Inter-Institutional Transferability Policy	Standards	-
External Course Taking Policy	Standards	-
Student Leave of Absence Policy Authorized Leave for International Students Procedure	Standards	Student Affairs
Classification of Registered Students Policy	Standards	Student Affairs
Required English Course Policy	Standards	-

Student Assessments Policy
    Student Deferrals Procedure
    Disrupted Final Assessment Procedure
	Standards	Student Affairs

Repeating Credit Courses at MacEwan University Policy	Standards	-
Internal Recognition of Credit Course Policy	Standards	-
Grading Policy Grading Procedure	Standards	Teaching
Auditors of Courses Policy	Standards	-

Committee on Scholarly Activity (6 policies)	Approve	Consult
Adjunct Faculty and Visiting Scholars Policy	Scholarly	-
Titled Chairs Policy	Scholarly	-
Responsible Conduct of Research and Scholarly Activity Policy	Scholarly	-
Ethical Review of Research with Human Participants Policy	Scholarly	-
Animal Research Ethics Policy	Scholarly	-
Indirect Costs of Research Policy	Scholarly	-

Committee on Teaching and Learning (2 policies)	Approve	Consult
Faculty Development Policy	Teaching	-
Teaching Awards Policy	Teaching	-

MacEwan UNIVERSITY | GENERAL FACULTIES COUNCIL

Academic Technologies Subcommittee
Terms of Reference

Mandate

The Academic Technologies Subcommittee (Subcommittee) is a subsidiary body of the GFC Standing Committee on Teaching and Learning. The Subcommittee has a broad mandate to consider technologies that have the potential to impact teaching and learning. These include classroom technologies; specialized learning tools; learning analytics; adaptive learning; emerging technologies such as generative artificial intelligence and immersive learning (e.g. augmented reality (AR), mixed reality (MR), and virtual reality (VR), as well as the university's learning management system. The Subcommittee will serve as a consultative body and advise the Committee on Teaching and Learning regarding technologies for teaching and learning at MacEwan University.

Membership

Voting

- One Faculty Member from the Committee on Teaching and Learning (chair or co-chair)
- One faculty member from the Committee on Scholarly Activity
- Shall normally include six additional faculty members from across the University.
- Associate Dean, Teaching and Learning (or designate)
- Associate Dean, Library (or designate)
- Educational Developer from the Centre for Teaching and Learning
- SAMU Vice-President, Academic (or designate)

Non-Voting

- Educational Technologist from the Centre for Teaching and Learning
- General Counsel (or designate)
- Chief Information Officer (or designate)
- Learning Specialist from Access and Disability Resources
- Additional resource members as identified by the Subcommittee.
- Administrative Support is provided by the Centre for Teaching and Learning.

Terms of Office

- Members are appointed for two years.
- At the end of a term of office, appointed members are eligible for reappointment on an ongoing basis.

Subcommittee Responsibilities

The Subcommittee shall:

- Consider various activities related to academic technologies that include research, policy, and pilot projects.
- Review and recommend technologies and tools in support of teaching and learning for licensing and/or procurement.
- Provide guidance regarding emerging needs for teaching and learning technology support.
- Identify gaps in technology services and systems for faculty and students.

- Recommend best technology practices, such as frameworks and guidelines, to be integrated into educational practice.
- Provide consultative advice to Information Technology Services regarding prioritization and investment of teaching and learning technologies.
- Contribute to the dissemination of best practices and policies to faculty and students.
- Undertake duties related to its mandate as assigned by the GFC Committee on Teaching and Learning.

Roles and Responsibilities of Members

Members should:

- Provide insight, advice and recommendations on topics related to its mandate.
- Attend all meetings of the Academic Technologies Subcommittee.
- Review all meeting materials prior to the meeting.
- Declare any real, potential, or perceived conflicts of interest.
- If any items have been noted as confidential, all discussions and actions shall remain confidential to the Subcommittee.

Meetings

- Meeting frequency should align with the Committee on Teaching and Learning.
- A simple majority of the voting members shall constitute a quorum at any Subcommittee meeting.
- It is the responsibility of the Chair to ensure that discussions are noted and that action and decision items are recorded.

Proxies and Alternates

- Each appointing body may identify one alternate Subcommittee member to attend meetings and conduct the business of the Subcommittee in the event a regular member of the Subcommittee is unavailable.
- An alternate Subcommittee member may participate in any Subcommittee meeting and will have a voice at all meetings. However, they will not be counted in establishing a quorum or voting unless the regular Subcommittee member is absent.

Voting

- Each member present shall have one vote. Only members may move, second, and vote on motions presented at meetings.
- Motions shall be passed by a simple majority of members preset at the meeting.

Reporting

- The Subcommittee will report to the Committee on Teaching and Learning at least twice per academic year.
- The Subcommittee will provide a workplan, and an annual report to Committee on Teaching and Learning at the end of each academic year.

- The meeting schedule and membership for the Subcommittee will be shared with the Committee on Teaching and Learning at the start of each academic year.

Office of Record

- The Office of University Governance is the official repository of records and documentation for the Academic Technologies Subcommittee.
- It is the responsibility of the Chair to send approved minutes and any relevant documents to the Office of University Governance.

Terms of Reference Review

- The Academic Technologies Subcommittee will review the Terms of Reference and provide them to the Committee on Teaching and Learning annually.
- The Committee on Teaching and Learning will need to approve any changes to the Terms of Reference.

Teaching Awards Subcommittee
Terms of Reference

<u>Mandate</u>

The Teaching Awards Subcommittee (Subcommittee) is a subsidiary body of the GFC Standing Committee on Teaching and Learning. The Subcommittee adjudicates internal teaching awards and may provide recommendations to the Committee on Teaching and Learning regarding the adjudication process and additional awards.

<u>Membership</u>

Voting

- The Associate Dean, Teaching and Learning, or designate (Chair)
  - o The Chair shall normally not exercise their ability to vote except for the breaking of a tie.
- One elected member of the GFC Standing Committee on Teaching and Learning.
- Three former recipients of any Teaching Award who are currently faculty members at MacEwan University.
- Four faculty members.
- Vice-President, Academic, of the Students' Associate, or designate.
- As required, the Chair may invite two additional faculty members as voting members for a specific meeting.

Non-Voting

- Administrative Support is provided by the Centre for Teaching and Learning.

Terms of Office

- Following a call for expressions of interest, faculty members, including past teaching award recipients, will be appointed by the Provost for a two-year term. Reappointment is limited to two successive terms.
- As much as possible, faculty should be appointed to provide representation to all faculties and schools.

<u>Subcommittee Responsibilities</u>

The Subcommittee shall:

- Adjudicate institutional-level teaching awards.
- Invite and promote nominations for MacEwan University-wide teaching awards.
- Assess all nominations and recommend award recipients to the Committee on Teaching and Learning for recommendation to the Provost and Vice-President, Academic.
- Review and recommend adjustments on the nomination and adjudication process to the Committee on Teaching and Learning.
- Provide feedback on the award process to the Committee on Teaching and Learning.
- Review and recommend additional teaching awards to the Committee on Teaching and Learning.

Roles and Responsibilities of Members

Members should:

- Provide insight, advice and recommendations on other topics related to its mandate.
- Attend all meetings of the Teaching Awards Subcommittee.
- Review all meeting materials prior to the meeting.
- Declare any real, potential, or perceived conflicts of interest.
- If any items have been noted as confidential, all discussions and actions shall remain confidential to the Subcommittee.

Meetings

- The Subcommittee members will attend a training meeting to review the awards criteria and the process for adjudicating nominations for each award. This mandatory meeting will be held prior to award deadlines
- The review of applications will generally be conducted individually by Subcommittee members.
- Following award deadlines, the Subcommittee will, as required, meet as a group to discuss and form consensus.
- A meeting to review award criteria and nomination processes will be held once per year to make recommendations to the Committee on Teaching and Learning as needed. Recommendations will normally be made for the following year.
- A simple majority of the current members shall constitute a quorum at any Teaching Awards Subcommittee meeting.
- It is the responsibility of the Chair to ensure that discussions are noted, and that action and decision items are recorded.

Proxies and Alternates

- Each appointing body may identify one alternate Subcommittee member to attend meetings and conduct the business of the Subcommittee in the event a regular member of the Subcommittee is unavailable.
- An alternate Subcommittee member may participate in any Subcommittee meeting and will have a voice at all meetings. However, they will not be counted in establishing a quorum or voting unless the regular Subcommittee member is absent.

Voting

- Each member present shall have one vote. Only members may move, second, and vote on motions presented at meetings.
- Motions shall be passed by a simple majority of members preset at the meeting.

Reporting

- The Subcommittee will report to the Committee on Teaching and Learning at least twice per academic year.
- The Subcommittee will provide an annual report to Committee on Teaching and Learning at the end of each academic year.

- The meeting schedule and membership for Subcommittee will be shared with the Committee on Teaching and Learning at the start of each academic year.

Office of Record

- The Office of University Governance is the official repository of records and documentation for the Teaching Awards Subcommittee.
- It is the responsibility of the Chair to send approved minutes and any relevant documents to the Office of University Governance.

Terms of Reference Review

- The Teaching Awards Subcommittee will review the Terms of Reference and provide them to the Committee on Teaching and Learning annually.
- The Committee on Teaching and Learning will need to approve any changes to the Terms of Reference.