



MEMORANDUM

To: Barbara H. Eccles, Secretary of Senate
From: Craig MacKinnon - Chair, Senate Organization Committee
Senate Meeting Date: 17 October 2016
Subject: Senate Organization Committee Report

Senate Organization met on 22 September to consider a number of items. The following items of business were addressed:

1. The Chair of Senate Research asked the committee to consider an extension on the timeline set by Senate to bring a report detailing the effect of the inclusion of CIHR members on the Committee. It was decided that this was not a matter for SOC but rather the matter should be brought to Senate.

MOVED to recommend that Senate permits an extension to the Senate Research Committee, in evaluating the functioning under their new structure until September 30, 2017.

DEFEATED

2. The Committee considered a proposal referred by Senate. The proposal arose from a recommendation of the Provost's Task Force (PTF) on Innovation and Excellence in Teaching, Learning and Technology to create a new "Teaching and Learning" committee, tasked with reviewing, advising, and making recommendations on a wide range of teaching and learning related areas at Lakehead University.

Senate Organization has been addressing the new standing committee proposal and working with an *ad hoc* committee to consider the amalgamation of several committees. The resulting new "Teaching and Learning" committee would take on all the responsibilities of the repealed committees, with the exception of duties that would better fall under the terms of SAC, SUSC, SAC-QA, etc. Similarly, some duties currently residing in SAC, *et al* might logically rest in the new committee. As a result, pending approval of the new Committee, there may be a need for those committees to make minor modifications to their Terms of Reference.

The draft terms of reference of the new committee are attached; we invite comment from members of the University community. Please provide any written feedback by **31 October 2016**.

If you, and/or your Committee, would like to arrange a meeting to discuss the draft with the Chair of the Senate Organization Committee, Craig MacKinnon and/or the Chair of the Provost Task Force Sub-Committee, Don Kerr, please indicate this in an email.

The Committee would like to bring the following Notice of Motion to Senate at the 28 November meeting:

MOVED to rescind the existing Terms of Reference and establishment of the Senate Teaching and Learning Committee, Senate Library Committee, Senate Academic Information Technologies Committee and the Senate Continuing Education and Distributed Learning Committee and approve the establishment of a newly constituted Senate Teaching and Learning Committee with the attached Terms of Reference.

Please submit feedback by email to the Senate Organization Committee Chair at cmackinn@lakeheadu.ca

3. The committee was informed that that following Senate Standing Committees are due for their regular Terms of Reference review this year:
 - Senate Academic Appeals Committee (by Dec. 2016)
 - Senate Nominations Committee (by Feb. 2017)
 - Senate Undergraduate Scholarships & Bursaries Committee (by March 2017)

The chairs and/or support person for each of these committees has been notified. SOC is also in the process of reviewing the Terms for Senate Budget Committee, and Senate Academic Committee will be submitting Terms for review shortly.

Respectfully submitted,

Craig MacKinnon, Chair of Senate Organization Committee

Attachment: Draft Terms of Reference for the new Senate Teaching and Learning Committee

SENATE TEACHING & LEARNING COMMITTEE

Seven (7) days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

Quorum: A simple majority of all filled positions. Committee members whose positions are listed as ** shall not be included in the total when quorum is counted.

Composition

1. Provost & Vice-President (Academic); if the Provost is absent the Deputy Provost may attend meetings as a voting member
2. Vice-President, Administration & Finance; if the Vice-President is absent one of the three following designates may attend as a voting member - Director of Residence and Conference Services; Director, Physical Plant; Associate Vice-President, Financial Services
3. Associate Vice-President, Research & Graduate Studies
4. Vice-Provost (Student Affairs)
5. Vice-Provost (Aboriginal Initiatives) (non-voting)**
6. Vice-Provost (International) (non-voting)**
7. Two Deans (appointed from and by Deans' Council)
8. University Librarian
9. Chief Information Officer; if the CIO is absent a Manager within the Technology Services Centre may attend as a voting member
10. Director, Instructional Development Centre (non-voting)**
11. Co-ordinator, Writing Centre (non-voting)**
12. Manager, Student Accessibility Services (non-voting)**
13. Vice-Provost, Institutional Planning & Analysis (non-voting)**
14. Director of the Student Success Centre (non-voting)**
15. Chair or faculty member of each of the following Senate Committees*:
 - Faculty of Graduate Studies Council
 - Senate Academic Committee
 - Senate Research Committee

16. One full-time faculty member from each faculty (except NOSM)*
17. Two undergraduate students elected by Senate on the recommendation of LUSU; one student from each campus.
18. One graduate student elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner.

* At least two of the faculty members set out in 15 and 16 being from the Orillia campus and at least two being from the Thunder Bay campus.

Exceptions to Voting

The Committee is responsible for providing a recommendation to the Provost & Vice-President (Academic) on the candidates for teaching awards. The Provost & Vice-President (Academic) and Deputy Provost shall, therefore, not vote on the candidates for the awards.

Terms of Office

- 1-6 ex officio
- 7 one-year term (renewable)
- 8-13 ex officio
- 14-15 one-year terms (renewable)
- 16 three-year staggered terms (renewable)
- 17-18 one-year terms (renewable)

Organization

1. Chair: to be elected prior to July 1 annually by the Committee from among those members holding academic appointment
2. Administrative Office: Office of the Provost & Vice-President (Academic)
3. Secretary: TBD

Terms of Reference

1. To provide input related to teaching and learning as part of the University's Academic and Strategic planning processes.

2. To monitor and report annually to Senate on progress made addressing the teaching and learning priorities, strategies, and actions included in the Academic Plan.
3. To advise Senate on ways to enhance teaching and learning at Lakehead University.
4. To review, revise, or develop, as necessary, recommendations and/or policies pertaining to University-wide teaching and learning, including those related to:
 - accessibility,
 - the use and selection of technology
 - use of the library and selection of library resources; and
 - the use and selection other learning resources
 - teaching awards
5. To recommend ways to seek input from the University community on existing policies, procedures, services, and issues related to teaching and learning.
6. To receive regular reports from and provide advice to:
 - the Instructional Development Centre,
 - Writing Centre,
 - Library,
 - Office of Continuing Education and Distributed Learning,
 - Student Success Centre,
 - Student Accessibility Services,
 - and Technology Services Centrein the evaluation, planning and delivery of services and activities which promote excellence in teaching, and support the teaching activities of instructors, academic units and programs, and make recommendations to Senate regarding the foregoing.
7. To seek, review, and disseminate information regarding the design of classrooms and other learning spaces to ensure that they meet the needs of students and diverse teaching practices.
8. To review, on a regular basis, the process and instrument for collecting and sharing Student Feedback on Teaching.
9. To promote Lakehead University's teaching awards, review the candidates for the awards, and make recommendations to the Provost and Vice-President (Academic).