

# 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. One full-time librarian elected by the librarians
18. Two undergraduate students elected by Senate on the recommendation of LUSU; one student from each campus.
19. 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 three-year term (renewable)

18-19 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: Provided in a consistent manner by the Office of the Provost & Vice-President (Academic)

## 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).