

CURRENT

XIV Senate Teaching & Learning Committee

Approved by Senate

September 2002

Last Revised February 2006; January 23, 2009;

Dec. 04, 2009

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. Vice-President (Academic) & Provost**
2. Associate Vice-President (Academic)**
3. Vice-Provost (Student Affairs) (non-voting member)**
4. One academic Dean (appointed from and by the Deans' Council)
5. Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
6. One undergraduate and one graduate student elected by Senate on the recommendation of the Lakehead University Student Union
7. Director of the Instructional Development Centre
8. Co-ordinator of the Learning Assistance Centre (non-voting)**
9. Director of Continuing Education & Distributed Learning (non-voting)**

Exceptions to Voting

The exceptions to the voting are as follows:

1. The Committee is responsible for providing a recommendation to the Vice-President (Academic) & Provost on the candidates for the Distinguished Instructor Award and the Contribution to Teaching Awards. The Vice-President (Academic) & Provost and Associate Vice-President (Academic) shall, therefore, not vote on the candidates for the

PROPOSED

XIV Senate Teaching & Learning Committee

Approved by Senate

September 2002

Last Revised February 2006; January 23, 2009;

Dec. 04, 2009; January xxx, 2012

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)**
2. Deputy Provost**
3. Vice-Provost (Student Affairs) (non-voting member)**
4. One academic Dean (appointed from and by the Deans' Council)
5. Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
6. One undergraduate and one graduate student elected by Senate on the recommendation of the Lakehead University Student Union
7. Director of the Instructional Development Centre
8. Co-ordinator of the Learning Assistance Centre (non-voting)**
9. Director of Continuing Education & Distributed Learning (non-voting)**

Exceptions to Voting

The exceptions to the voting are as follows:

1. The Committee is responsible for providing a recommendation to the Provost & Vice-President (Academic) on the candidates for the Distinguished Instructor Award and the Contribution to Teaching Awards. The Provost & Vice-President (Academic) and Deputy Provost shall, therefore, not vote on the candidates for the awards.

awards.

2. The Director of the Instructional Development Centre may be involved in advising the nominees for the Distinguished Instructor and Contribution to Teaching Awards and shall, therefore, not vote on the candidates for the awards.

Terms of Office

- 1, 2, & 3 ex officio
- 4 one-year term (renewable)
- 5 two-year terms (renewable) (staggered)
- 6 one-year terms (renewable)
- 7, 8 & 9 ex officio

Organization

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

Terms of Reference

- 1. To meet at least four (4) times each academic year and submit an annual report to the Senate for the May meeting.
- 2. To advise Senate on ways to enhance teaching and learning at Lakehead University.
- 3. To serve in an advisory capacity to the Director of the Instructional Development Centre.
- 4. To support the activities of the Instructional Development Centre.
- 5. To review the effectiveness of the Instructional Development Centre in the planning and delivery of services and activities which promote excellence in teaching and support the teaching activities of instructors, academic units and programs.
- 6. To promote Lakehead University's annual teaching awards and to subsequently review the candidates for the awards.
- 7. To work with the Instructional Development Centre to support, where appropriate, the nomination of Lakehead University teaching award recipients for an external teaching award.
- 8. To advise the Vice-President (Academic) & Provost regarding:

2. The Director of the Instructional Development Centre may be involved in advising the nominees for the Distinguished Instructor and Contribution to Teaching Awards and shall, therefore, not vote on the candidates for the awards.

Terms of Office

- 1, 2, & 3 ex officio
- 4 one-year term (renewable)
- 5 two-year terms (renewable) (staggered)
- 6 one-year terms (renewable)
- 7, 8 & 9 ex officio

Organization

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

Terms of Reference

- 1. To meet as needed and to submit an annual report to the Senate.
- 2. To advise Senate on ways to enhance teaching and learning at Lakehead University.
- 3. To work with the Director of the Instructional Development Centre (IDC): to serve in an advisory capacity, to support the Centre's activities, and to review effectiveness of the planning and delivery of the services of the IDC. Also, to advise the Provost & Vice President (Academic) on matters pertaining to the effectiveness of the IDC.
- 4. To promote Lakehead University's annual teaching awards, to subsequently review the candidates for the awards, and to advise the Provost & Vice-President (Academic) of the evaluation results.
- 5. To work with the Instructional Development Centre to support, where appropriate, the nomination of Lakehead University teaching award recipients for an external teaching award.

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| <ul style="list-style-type: none">• the effectiveness of the Instructional Development Centre• the outcome of the review of candidates for the Distinguished Instructor and Contribution to Teaching Awards | |
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Rationale – mostly housekeeping:

- changing titles to correct current usage
- the IDC is mentioned in 4 points, these were combined
- teaching awards mentioned in 2 of the points, these were also combined
- removed requirement for “at least 4 meetings” per year, since this wording is not common in other Senate committee terms of reference; also, depending on timing it may not be possible to submit a final report for the May meeting, as teaching awards are evaluated in late April/early May