

Lakehead UNIVERSITY

MEMORANDUM

TO: Karen Roche, Secretary of Senate
FROM: Batia Stolar, Chair
Senate Teaching and Learning Committee
RE: Report of the Senate Teaching and Learning Committee (STLC)
DATE: November 25, 2008

REVISION: TERMS OF REFERENCE

The Senate Teaching and Learning Committee met on November 25th, 2008, and reviewed the Terms of Reference. The Committee discussed the Composition of the Committee, as well as the wording of the Committee's review of the Instructional Development Centre. The revisions to the Composition of the Committee and the wording of items 5 and 8 are designed to update and clarify the Committee's membership and purpose.

MOVE that Senate refer to the Senate Organization Committee the recommendations from the Senate Teaching and Learning Committee to approve the revised Terms of Reference as follows:

XIV Senate Teaching & Learning Committee

Approved by Senate
September 2002
Last Revised February 2006, **November 2008**

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 typically be included in the total when quorum is counted.

Composition

1. Vice-President (Academic) & Provost**
2. **Associate Vice-President (Academic)****

- ~~2.~~ **3.** Vice-Provost (Student Affairs) (non-voting member)**
- ~~3.~~ **4.** One academic Dean (appointed from and by the Deans' Council)
- ~~4.~~ **5.** Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
- ~~5.~~ **6.** One undergraduate and one graduate student elected by Senate on the recommendation of the Lakehead University Student Union
- ~~6.~~ **7.** Director of the Instructional Development Centre
- ~~7.~~ **8.** Co-ordinator of the Learning Assistance Centre (non-voting)**
- ~~8.~~ **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 the Associate Vice-President (Academic)** shall, therefore, not vote on the candidates for the 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 |
| 3 4 | one-year term (renewable) |
| 4 5 | two-year terms (renewable) (staggered) |
| 5 6 | one-year terms (renewable) |
| 6, 7 & 8 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: ~~to be selected by the Committee~~ **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 ~~annual performance of the Director~~ **the effectiveness** of the Instructional Development Centre in ~~the planning and delivering~~ **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:
 - the ~~annual performance of the Director~~ **effectiveness** of the Instructional Development Centre
 - the outcome of the review of candidates for the Distinguished Instructor and Contribution to Teaching Awards

Respectfully Submitted,

Batia Stolar, Chair of the Senate Teaching and Learning Committee

A handwritten signature in black ink, appearing to read 'Batia Stolar', written in a cursive style.