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MEMORANDUM

To:	Members of Senate
From:	Dr. Donald Kerr
	Senator
Senate Meeting Date:	11th May 2016
Subject:	Motion re: new Senate standing committee

MOTION: That the attached proposal for a new Senate Standing Committee and the related re-organization to existing committees be referred to the Senate Organization Committee.

Introduction:

The proposal to form a new Senate Committee dealing with teaching and learning at Lakehead University is one of the recommendations of the Provost's Task Force on Innovation and Excellence in Teaching, Learning and Technology. The intent of the recommendation is to:

- Break down silos that exist between a number of existing Senate committees, with shared responsibility for different aspects of teaching and learning issues;
- Support the work necessary to move forward with many of the other recommendations of the Provost's Task Force Report; and to
- Highlight the importance of teaching and learning at Lakehead University.

A working group of volunteers from the Provost's Task Force, along with the Chairs of the four Senate Committees most directly impacted by the recommendation—Senate Teaching and Learning Committee, Senate Library Committee, Senate Academic Information Technologies Committee, and Senate Continuing Education and Distributed Learning Committee—drafted the attached Terms of Reference for a new committee.

The proposed committee is intended to have broad representation from across campus. It is modelled in part on the Senate Academic Committee, with a number of sub-committees expected to take on some of the tasks of the committee.

Objective:

The proposed new Senate standing committee would be responsible for establishing an academic culture of excellence that supports and celebrates excellent teaching, and that encourages all students to be actively engaged in their learning. It would be charged with evaluating and actively promoting the development and implementation of research-inspired, evidence-based and student-focused teaching and learning best practices throughout the University.

This committee would become the key advisory body to Senate on teaching and learning initiatives across the university, including a focus on pedagogy and technology in support of teaching and learning, and the promotion of accessible teaching and learning. The committee would provide advice to Senate on policies and programs relating to teaching and learning support for students, faculty, and other staff involved in teaching, learning spaces and library services, programs and awards to recognize excellence in teaching, and instructional development for faculty and staff.

Support:

The following Senate Committees have passed motions of support for the creation of a new committee.

Senate Teaching and Learning Committee:

MOVED: to approve, in principle, the creation of a new Senate committee on teaching, learning and technology, to replace the existing STLC, and that the revised, proposed Terms of Reference return to STLC for this committee's review. Passed.

<u>Senate Library Committee:</u>

MOVED: That the Senate Library Committee supports, in principle, the creation of a new Senate committee dedicated to promoting excellence in teaching and learning at Lakehead University. We have considered the attached draft Terms of Reference of such a committee, and should such a committee be formed with comparable Terms of Reference, we would recommend maintaining the SLC as it is currently constituted as a distinct Senate Committee. Passed.

<u>Senate Academic Information Technologies Committee:</u>

MOVED That the Committee accept the spirit of the draft Senate Teaching, Learning and Technology (working title) Terms of Reference. Passed.

<u>Senate Continuing Education and Distributed Learning Committee:</u>

MOVED: That the Senate Continuing Education and Distributed Learning Committee supports, in principle, the creation of a new Senate committee dedicated to promoting excellence in teaching and learning. The Committee has considered the draft Terms of Reference and should such a committee be formed with comparable Terms of Reference, we would recommend maintaining the SCEDLC as it is currently constituted as a distinct Senate Committee to address the remaining SCEDLC Terms of Reference. Passed.

<u>Senate Academic Committee:</u>

MOVED: To support in principle the relocation of the Senate Academic Writing Initiatives Sub-Committee as a sub-committee of SAC to the proposed new Senate Committee with regard to teaching and learning, conditional upon Senate approval of the new Committee. Passed.

The Writing Initiatives Sub-Committee of SAC met to discuss this proposed committee, and expressed strong support for the creation of a new committee with a broader focus on teaching and learning at Lakehead University, and the relocation of the Writing Initiatives Sub-Committee to the proposed new committee.

Outstanding Issues:

The Proposed Terms of Reference are attached to this memo. Following these are notes on outstanding issues that need to be considered by Senate Organization Committee.

My thank you to everyone who has provided help thinking about the role and shape a new committee should take. In particular, thanks to those who were willing to sit on a working group:

Jason Blahuta	Gwen Wojda
Christopher Murray	Karen Keiller
Daniel Hannah	Nancy Luckai
Apichart Linhananta	Deb Gold
Joan Chambers	Breanne Neufeld
Monica Flegel	

Respectfully submitted,

Donald Kerr,
Senator

Attachments.

DRAFT Terms of Reference

Senate Teaching, Learning, and Technology (working title) Committee

Composition

1. Provost and Vice President (Academic); if the Provost is absent the Deputy Provost may attend meetings as a voting member**
2. Deputy Provost (subject to 1, above, non-voting)
3. Vice-President, Administration and Finance, or designate
4. Associate Vice-President, Research and Innovation
5. Vice-Provost (Student Affairs)
6. Vice-Provost (Aboriginal Initiatives)
7. Two academic Deans (appointed from and by the Deans' Council)
8. University Librarian
9. Chief Information Officer
10. Manager within Technology Services Centre
11. Director, Continuing Education and Distributed Learning
12. Director, Instructional Development Centre
13. Co-ordinator, Writing Centre
14. Manager, Student Accessibility Services
15. Vice-Provost, Institutional Planning and Analysis
16. Representative from Student Success Centre
17. Chair of each of the following Senate Committees:
    - SUSC
    - Faculty of Graduate Studies Council
    - SAC
18. Member of Senate Library Committee
19. Member of Senate Continuing Education and Distributed Learning Committee
20. Faculty member from Senate Research Committee.
21. Nine full-time faculty members, including: at least one full-time faculty member from each Faculty; at least two faculty members who are Senators; and at least two faculty members appointed at the Orillia campus.
22. Two undergraduate students elected by Senate on the recommendation of LUSU; one student from each campus. This could include a distance learner.
23. One graduate student elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner.

Terms of Office:

To be determined.

Organization:

To be determined.

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, policies pertaining to University-wide teaching and learning, including those related to accessibility, and the use of technology and the library.
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 promote the recognition of excellent teaching at Lakehead University, including the review and adjudication of candidates for the university's teaching awards.
7. To receive regular reports from, and provide advice to, the Instructional Development Centre, Writing Centre, Library, Office of Continuing Education and Distributed Learning, and Technology Services Centre, with regard to learning and teaching matters.
8. To review the success of the Instructional Development Centre, Writing Centre, Library, Office of Continuing Education and Distributed Learning, and Technology Services Centre in 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.
9. To advise the Provost and Vice-President (Academic) regarding the success, with regard to teaching and learning matters, of the Instructional Development Centre, Writing Centre, Continuing Education and Distributed Learning, Library, and Technology Services Centre.
10. To review, discuss, and make recommendations related to services provided by the Instructional Development Centre, Writing Centre, Continuing Education and Distributed Learning, Library, and Technology Services Centre.
11. To seek, review, and disseminate information regarding the design of classroom and other learning spaces to ensure that classrooms meet the needs of students and diverse teaching practices.
12. To review and provide recommendations related to the selection of information technology solutions, library resources, and other teaching and learning resources.
13. To review, on a regular basis, the process and instrument for collecting and sharing Student Feedback on Teaching.
14. To consider such matters, related to teaching and learning, referred to the Committee by Senate and its committees.

Standing Sub-Committee

a. Teaching Awards

1. To review, once every five years, Lakehead University's suite of teaching awards, and to recommend any changes needed to properly recognize and celebrate excellent teaching and educational leadership across both campuses.
2. To promote Lakehead University's annual teaching awards and to subsequently review the candidates for the awards. To make a recommendation to the Provost & Vice-President (Academic) regarding the outcome of the review of candidates for the teaching awards.
3. To work with the [Instructional Development Centre] to support, where appropriate, the nomination of Lakehead University teaching award recipients for an external teaching award.

b. Accessibility

c. Technology

d. The work of SAC's Writing Initiatives Sub-committee might be more appropriately aligned with this committee.

Notes to Senate Organization Committee:

- The issue of the number of Senators declining with a change in Senate committee structure has been raised several times. (That is, if this new committee is formed and two or more existing committees ended, then the numbers of chairs of senate committees declines, and so the number of senators declines.) To counter this, we recommend that the chairs of the sub-committees of this new committee also be made Senators.
- Senate Library Committee recommends that a member of SLC also sit on this new committee. SLC proposes to take the opportunity to revisit their own terms of reference.
- With regard to the title of the committee: technology is framed in these Terms of Reference as best thought of at the University in support of Teaching and our other activities. It may be that the title of the committee should drop 'Technology,' as it is not intended to be a responsibility of the committee beyond its role serving teaching and learning
- It may be that the work of SAC with regard to the writing centre would be best moved to this committee. The SAC Writing Initiatives Sub-committee has indicated they feel this re-alignment would better serve their mandate. SAC passed a motion supporting this change, in principle.
- Responsibility for information and communication technology with regard to research, from within SAITC's terms of reference, is not covered by these draft terms of reference. This responsibility might be best placed with Senate Research.
- The following items from SCEDL's Terms of Reference are not covered by the draft Terms of Reference of this new committee:
    1. To review and approve non-credit programming which does not require Senate approval.
    2. To review and approve credit and non-credit certificate programs which do not require Senate approval.

It may be worth considering whether these duties would be best placed with a sub-committee of SAC.