



**SIMON FRASER UNIVERSITY**  
ENGAGING THE WORLD

**TO:** Senate

**FROM:** Andrew Petter  
Chair – Senate Committee on Agenda and Rules

**DATE:** December 4, 2018

**SUBJECT:** Revised SCUTL Terms of Reference

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**Motion:**

**That Senate approve the revised terms of reference for the Senate Committee on University Teaching and Learning (SCUTL) as set out in the attached document.**



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**MEMORANDUM**

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**ATTENTION** Senate Committee on Agenda and Rules      **DATE** December 3, 2018  
**FROM** Panayiotis A Pappas, SCUTL Chair      **PAGES** 1  
**RE:** Senate Committee on University Teaching and Learning (SCUTL) Terms of Reference Changes

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On behalf of the Senate Community on University Teaching and Learning (SCUTL), I am writing to submit proposed changes to our Terms of Reference, specifically to the membership of the committee.

**Motion: That Senate approve the revised terms of reference for the Senate Committee on University Teaching and Learning (SCUTL) as set out in the attached document.**

Rationale: The addition of the AVP Learning and Teaching as a voting member (ex officio) to SCUTL is necessary given the AVP's portfolio.

Sincerely

A handwritten signature in blue ink that reads "Pan A Pappas".

Panayiotis A Pappas

## **Senate Committee on University Teaching and Learning (SCUTL) Terms of Reference**

### **Purpose**

1. To provide institutional oversight on matters related to teaching and learning. These include but are not limited to educational goals, curriculum development and assessment, teaching and course evaluation processes, instructional development needs, and evolving teaching practices.
2. To provide advice, guidance, and support to relevant University bodies and stakeholders on matters related to teaching and learning.
3. To consider such matters, related to teaching and learning, referred to the Committee by Senate and its committees.

### **Operation**

1. The Committee quorum shall be five members.
2. The Committee may establish sub-committees to gather information, develop expertise, conduct pilot projects or perform other tasks as assigned.
3. Committee meetings shall be open.
4. Committee meetings will be held monthly at times established before the beginning of each semester.
5. The Committee shall report to Senate in May of each year.
6. The Committee shall regularly solicit and review teaching and learning related surveys such as the annual SFU Undergraduate Survey, as well as reports of various units including but not limited to the Teaching and Learning Centre (TLC), the Centre for Online and Distance Education (CODE) and the Student Learning Commons (SLC).
7. The Committee shall regularly communicate with related committees such as the Learning & Teaching Coordinating Committee and the Academic Integrity Committee.

**Membership<sup>1</sup>**

<b>Members</b>	<b>Conditions</b>
Faculty Member of SCUTL	Chair, Elected by members of SCUTL
Faculty Member (Applied Sciences)	Elected by Senate
Faculty Member (Arts and Social Sciences)	
Faculty Member (Business Admin)	
Faculty Member (Communication, Art & Technology)	
Faculty Member (Education)	
Faculty Member (Environment)	
Faculty Member (Health Sciences)	
Faculty Member (Science)	
Faculty Senator	Elected by and from Senate
Undergraduate Student	Elected by Senate
Graduate Student	
<b>Associate VP Learning and Teaching</b>	<b>Ex-officio (voting)</b>
Director, Teaching and Learning Centre (or designate)	Secretary, Ex-officio (voting)
Associate Dean of Libraries, Learning & Research Services (or designate)	Ex-officio (voting)
Executive Director, Student Affairs (or designate)	Ex-officio (voting)
Director, Institute for the Study of Teaching and Learning in the Disciplines (or designate)	Ex-officio (voting)
Associate Director, Application Services, ITS (or designate)	Ex-officio (voting)
Recording Secretary (tlcdir@sfu.ca)	Ex-officio (non-voting)

<sup>1</sup> Terms: Chair = 2 years; Faculty = 3 years; Student = 1 year