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**MEMORANDUM**

ATTENTION	Members of SFU Senate	DATE	November 15 2016
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. The Terms of Reference were last revised in January 2015. Our proposed revisions more accurately reflect the scope of the work and projects that SCUTL has been increasingly involved in.

**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.**

Sincerely

A handwritten signature in blue ink, appearing to read 'Pappas', written over a horizontal line.

Panayiotis A Pappas

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

Revised November 15, 2016

The Senate Committee on University Teaching and Learning (SCUTL) recommends the following changes to its terms of reference in order to more accurately reflect the scope of the work and projects that SCUTL has been increasingly involved in.

Specifically:

1. We are replacing Learning & Teaching Coordinating Committee with Educational Systems Stewardship Committee, because the LTCC no longer exists.
2. We are adding the Director, Institute for the Study of Teaching and Learning in the Disciplines, and the Associate Director, Application Services (ITS) as ex-officio voting members.

For clarity, the new terms of reference would appear as follows

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

Revised November 15, 2016

**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 Education Systems Stewardship Committee and the Academic Integrity Committee.

Membership<sup>1</sup>

Members	Conditions
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)	
Senator	
Undergraduate Student	Elected by Senate
Graduate Student	
Director, Teaching and Learning Centre (or designate)	Secretary, Ex-officio (voting)
Associate University Librarian Learning & Research Services (or designate)	Ex-officio (voting)
Senior Director Learning and Retention (or designate)	Ex-officio (voting)
<u>Director Institute for the Study of Teaching and Learning in the Disciplines (or designate)</u>	<u>Ex-officio (voting)</u>
<u>Associate Director, Application Services, ITS (or designate)</u>	<u>Ex-officio (voting)</u>
Recording Secretary (tlcdir@sfu.ca)	Ex-officio (non-voting)

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