



SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

TO: Senate

FROM Joy Johnson
Chair – Senate Committee on Agenda and Rules

DATE: February 25, 2022

SUBJECT: Revised SCUTL Terms of Reference

Motion:

That Senate approve revisions to the Senate Committee on University Teaching and Learning Terms of Reference.



MEMORANDUM

ATTENTION:	Senate Committee on Agenda and Rules
FROM:	Elizabeth Elle, Vice-Provost, Learning & Teaching Chair, Senate Committee for University Teaching and Learning <i>Elizabeth Elle</i>
RE:	SCUTL Terms of Reference
DATE:	7 February, 2022

The enclosed ToR reflect changes requested to an earlier version by SCAR. The ToR have been modified once more to include an additional member, the Dean of Lifelong Learning (or designate). This member was added after the Dean saw the item on the December 2021 agenda and requested a conversation regarding representation on the committee. SCUTL then withdrew the item from the December Senate meeting, and return it to you for consideration for the March 2022 meeting of Senate.

The motion to change the ToR was passed by SCUTL at our meeting on January 12, 2022.

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

Revised 12 January 2022

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 the teaching and learning needs of all campuses and diverse academic disciplines in our work.
- ~~3~~4. 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~~nine 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 In general an "alternate" member may attend meetings when a regular member is not available with prior notice to the Chair.
- ~~4~~5. Committee meetings will be held monthly at times established before the beginning of each semester.
- ~~5~~6. The Committee shall report to Senate in May of each year.
- ~~6~~7. 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 Centre for Educational Excellence and the Student Learning Commons (SLC).
- ~~7~~8. The Committee shall regularly communicate with ~~related committees~~other relevant committees. At the present time (Fall 2021) these committees include the Senate Committee on Undergraduate Studies, such as the Education Systems Stewardship Committee, the Learning Spaces Design Committee, and the Academic Integrity Committee.
- ~~9. The Committee will ideally include members based on all three campuses and multiple academic disciplines.~~

Membership¹

Members	Conditions
Associate Vice-President, Learning and Teaching	Chair, Ex-officio (Non-voting except in case of a tie)
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	Elected by and from Senate
2 Undergraduate Students plus alternate	Elected by Senate
Graduate Student plus alternate	
Senior Director, Centre for Educational Excellence Director, Curriculum & Instruction, Centre for Educational Excellence	Ex-officio (voting)
Director, Learning & Teaching Technology, Centre for Educational Excellence	Ex-officio (voting)
Dean of Lifelong Learning (or designate)	Ex-officio (voting)
Associate Dean of Libraries, Learning and 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	Ex-officio (voting)
Associate Director, Application Services, ITS (or designate)	Ex-officio (voting)
Recording Secretary (avp_ltsec@sfu.ca)	Ex-officio (non-voting)

¹ Terms: Faculty = 3 years; Student = 1 year