

Festival of Teaching and Learning Steering Committee Terms of Reference, Updated Draft Approved November 2021

1. Authority and Mandate

As an administrative committee under the authority of the Provost and Vice-President (Academic), the mandate of the Festival of Teaching and Learning Steering Committee is to honor the University of Alberta's commitment to excellence in teaching and learning through steering the planning of the annual Festival of Teaching and Learning, by:

- a. Exploring and identifying relevant themes focussed on teaching, learning, and diverse approaches to university teaching, with the goal of enhancing the teaching and learning environments across the institution;
- b. Envisioning engaging events such as workshops, presentations, and speakers, intended to share, demonstrate, explore, debate, and embody said themes;
- c. Informing, advising, and providing guidance to the Festival of Teaching and Learning Planning Committee as representatives of the University of Alberta Community who have their fingers on the pulse of teaching and learning at the U of A;
- d. Acting as an advocate for the Festival of Teaching and Learning by promoting engagement and attendance among faculty, staff, and students.

2. Committee Composition

To work towards ensuring diverse and equitable representation across the University of Alberta Community, the Festival of Teaching and Learning Steering Committee, overseen by the Vice-Provost (Learning Initiatives), will yearly be comprised of at minimum 10 of the following:

1. The Executive Director of the Centre for Teaching and Learning (CTL) (Ex Officio), Chair
2. The Vice-Provost (Indigenous Programming and Research) (Ex Officio), or delegate
3. An undergraduate student, selected by the President of the Students' Union (1 year term)
4. A graduate student, selected by the President of the Graduate Students' Association (1 year term)
5. A student member of the Aboriginal Student Council, selected by the President of the Aboriginal Student Council (1 year term)
6. A member of the Black Students' Association, selected by the President of the Black Students' Association (1 year term)
7. A representative from External Relations (2 year term, renewable)
8. An academic staff member from the College of Health Sciences, selected by the College Dean (2 year term, renewable)
9. An academic staff member from the College of Social Sciences and Humanities, selected by the College Dean (2 year term, renewable)

10. An academic staff member from the College of Natural and Applied Sciences, selected by the College Dean (2 year term, renewable)
11. An academic staff member from the Faculty of Native Studies, selected by the Dean (2 year term, renewable)
12. An academic staff member from Campus Saint-Jean, selected by the Dean (2 year term, renewable)
13. An academic staff member from Augustana Faculty, selected by the Dean (2 year term, renewable)
14. A teaching award recipient who is an Assistant Professor or ATS, selected by the Vice-Provost (Learning Initiatives) (1 year term)
15. An academic faculty member of GFC CLE, appointed by GFC CLE (1 year term)
16. A member of CTL, selected by the Assistant Director of CTL (1 year term, renewable)

CTL will provide administrative support to the Committee. Terms will stagger, where possible, to ensure continuity.

3. Committee Schedule

The Festival of Teaching and Learning Steering Committee will normally meet monthly between September-May and a schedule of meetings will be provided by CTL.* More frequent meetings may be called at the discretion of the Chair as need arises.

To ensure momentum and continuity, members must commit to attending all Committee meetings before confirming their membership.**

*2021-2022 Note: There will be a doodle poll for late-November/early-December 2021 to find the best time for as many folks as possible; then, at the first meeting, Steering Committee members will collectively find times for Winter 2022 monthly meetings. For 2022-2023 year, regularly occurring dates and times will be set in advance of composing Steering Committee.

**2021-2022 Note: This is flexible, if/as needed, for the 2021-2022 year. For the 2022-2023 year, regularly occurring dates and times will be set in advance of composing Steering Committee.