The following Motions and Documents were considered by the GFCCommittee on the Learning Environment at its Wednesday, October 30, 2019 meeting:

Agenda Title: **Proposed Revisions to Standing Committee Terms of Reference - GFC Committee on the Learning Environment**

CARRIED MOTION:
THAT the GFC Committee on the Learning Environment recommend that General Faculties Council approve the proposed changes to the GFC Committee on the Learning Environment Terms of Reference, as set forth in Attachment 1, to take effect January 1, 2020.

Final Motion: 5.

FINAL Item No. 5

Governance Executive Summary
Action Item

Agenda Title	Proposed Revisions to Standing Committee Terms of Reference - GFC Committee on the Learning Environment (CLE)

Motion

THAT the GFC Committee on the Learning Environment recommend that General Faculties Council approve the proposed changes to the GFC Committee on the Learning Environment Terms of Reference, as set forth in Attachment 1, to take effect January 1, 2020.

Item

Action Requested	☐ Approval ☒ Recommendation
Proposed by	GFC Committee on the Learning Environment (CLE)
Presenter(s)	John Nychka, Chair CLE

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (*please be specific*)	The proposal is before the committee to approve the revised terms of reference for the GFC Committee on the Learning Environment.
Executive Summary (*outline the specific item – and remember your audience*)	The Report of the *ad hoc* Committee on Academic Governance Including Delegated Authority, endorsed by GFC on April 21, 2017, noted the following: "**Committee on the Learning Environment (CLE)** CLE is engaged in work that speaks to a core mission of the University – teaching and learning. The committee, however, holds no delegated authority, reports to two other standing committees (Executive and APC), may be perceived to be informational rather than action driven, and is guided by vague words such as fostering, nurturing, and promoting in its terms of reference. The committee is populated by well qualified, committed individuals who could contribute in a more focused manner with a clearer mandate." CLE began discussions of its terms of reference in September 2017 and a working group was established to consider the ad hoc recommendations. Further work on the terms took place in 2018 with a further group of committee members. Draft terms were brought forward to GFC for early consultation in October 2019. The attached draft terms of reference are now coming forward for discussion and input from the committee before proceeding to GFC Executive and GFC for early consultation. Proposed Changes to the Terms of Reference: The proposed terms of reference reflect a standard template that has been used for all GFC standing committees; the template was designed to provide increased clarity on mandate, responsibilities, and delegated authority. The areas of responsibility for the committee are clearly delineated while remaining broad enough to remain responsive.

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	Additional responsibilities that have been added include the areas of learning spaces and learning technologies, both of which have considerable impact on the learning environment and speak to the committee's mandate.
	Policy on the evaluation of student learning is also an added responsibility that comes to CLE from the GFC Academic Standards Committee that previously held responsibility for institutional marking and grading policies and institutional term work policies. This ties in with the revised mandate to advise on policy directions related to teaching and learning institutionally.
	The new terms of reference have CLE report directly to GFC rather than reporting to the Academic Planning Committee or GFC Executive Committee. This strengthens its role as a GFC committee; as a step towards this, in the last year the committee sent forward to GFC the draft Teaching Policy for early consultation.
	CLE is currently, and will continue to be, called upon to provide members to serve on adjudication committees such as the Teaching and Learning Enhancement Fund (TLEF), details of which are laid out in the specific procedures for the committees.
	The composition has been changed to reflect the Principles of Committee Composition. In addition, further changes are proposed both in response to the ad hoc committee recommendations and to those of the committee itself. These include the addition of the Dean of the Faculty of Graduate Studies and Research, a librarian who serves on GFC, and an Academic Teaching Staff, and the removal of the Vice-President (Research), one of two Associate Deans. Upon the effective date of approval of the new terms of reference, current members would retain their membership until their term ends.
	Speaking directly to the recommendations of the ad hoc committee, the new terms of reference include delegated authority for the committee in the areas of teaching evaluation and assessment procedures and proposals related to teaching and learning. In addition, changes to composition reflect the GFC Principles of Committee Composition, and the recommendations of the ad hoc committee.
Supplementary Notes and context	*Upon the effective date of the revised terms of reference, current committee members will be grandfathered in to serve on the committee until their term end date.*

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	*Those who are actively **participating**:* • ad hoc Committee on Academic Governance Including Delegated Authority • GFC Executive Committee Transition Committee • GFC Committee on the Learning Environment • CLE working groups: Janice Miller-Young, Kathleen DeLong, Stanley Varnhagen, Mani Vaidyanathan, Firouz Khodayari, Dale

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<For information on the protocol see the Governance Resources section Student Participation Protocol>	Askey, Mike MacGregor, Jennifer Tupper, Jeff Rawlings, Sarah Forgie
	*Those who have been **consulted**:* • Report of the ad hoc Committee on Academic Governance Including Delegated Authority (endorsed by GFC April 21, 2017) Appendix 6: List of Consultations • GFC Academic Standards Committee (regarding institutional grading and term work policies • GFC Executive Committee (October 7, 2019) • General Faculties Council (October 21, 2019)
	*Those who have been **informed**:* • General Faculties Council • Board of Governors has been provided with brief highlights of the work of the ad hoc Committee on Academic Governance Including Delegated Authority
Approval Route (Governance) (including meeting dates)	GFC CLE (discussion) – September 4, 2019 GFC Executive Committee (early consultation) – October 7, 2019 General Faculties Council (early consultation) – October 21, 2019 GFC CLE (for recommendation) – October 30, 2019 GFC Executive Committee (for recommendation) - November 4, 2019 General Faculties Council (approval) - November 25, 2019

Strategic Alignment

Alignment with *For the Public Good*	**For the Public Good** Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.
	☐ Enrolment Management ☐ Relationship with Stakeholders ☐ Faculty and Staff ☒ Reputation ☐ Funding and Resource Management ☐ Research Enterprise ☐ IT Services, Software and Hardware ☐ Safety ☒ Leadership and Change ☒ Student Success ☐ Physical Infrastructure
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) GFC Executive Committee Terms of Reference GFC Committee on the Learning Environment Terms of Reference

Attachments

1. Draft CLE Terms of Reference
2. Current CLE Terms of Reference

Prepared by: University Governance

1. **Mandate and Role of the Committee**
   The Committee on the Learning Environment (CLE) is a standing committee of GFC charged with advising GFC on policy directions that promote excellence in teaching and learning institutionally. CLE serves as GFC's primary advisory group on teaching and learning, including such aspects as learning environments, assessment and evaluation, teaching innovations, teaching resources and support, and students' educational experience.

2. **Areas of Responsibility**
   a. Physical and virtual learning and teaching environment
   b. Teaching and learning policy
   c. Institutional policy on the assessment of teaching
   d. Institutional policy on the evaluation of student learning
   e. Vision and strategy for learning spaces and learning technologies
   f. Fostering excellence in the scholarship and practice of teaching and learning

3. **Composition**
   Voting Members (18)
   Ex-officio (5)
   - Provost and Vice-President (Academic), Chair
   - Vice-President (Academic), Students' Union
   - Vice-President (Academic), Graduate Students' Association
   - Vice-Provost and Chief Librarian
   - Vice-Provost and University Registrar
   - Vice-Provost and Dean, Faculty of Graduate Studies and Research

   Appointed (1)
   - 1 academic staff (A1.0) who holds a major teaching award (internal or external award, eg Rutherford, Vargo Chair, 3M, etc.), appointed by the Chair in consulation with the Chair of Nominating Committee

   Elected by GFC (12)
   - 4 academic staff (A1.0) from GFC – one of whom will be elected by the committee to serve as Vice Chair
   - 1 non-academic staff at-large (S1.0, S2.0)
   - 1 librarian from GFC
   - 1 undergraduate student from GFC
   - 1 graduate student from GFC
   - 1 Chair
   - 1 Dean
   - 1 Associate Dean or Associate Chair, Teaching and Learning (or equivalent)
   - 1 academic teaching staff (A2.1, A2.2) at-large

   Non-voting Members
   - Vice-Provost and Associate Vice-President (Information Technology)
   - Director, Centre for Teaching and Learning
   - Director, Space Management, Facilities and Operations
   - University Secretary
   - GFC Secretary

4. **Delegated Authority from General Faculties Council**
Should be reviewed at least every three years and reported to GFC.

    4.1 Approve revisions to teaching assessment and evaluation procedures
    4.2 Approve proposals related to teaching and learning that emerge from central administrative units and determine whether to forward to GFC for discussion or information
    4.3 Receive and discuss reports on student engagement and the student educational experience and determine whether to forward to GFC for discussion or information

5. **Responsiblities Additional to Delegated Authority**
    5.1 Review and recommend to GFC on policies related to teaching and learning
    5.2 Review and recommend to GFC on policies related to assessment of teaching
    5.3 Review and provide feedback on learning technologies
    5.4 Receive, discuss and provide feedback on new and revised learning spaces, formal and informal, that impact instructor and student educational experiences
    5.5 Advise on the vision and strategy for learning spaces and learning technologies
    5.6 Receive, discuss and provide feedback on new and innovative teaching pedagogy and delivery initiatives
    5.7 Review and recommend to GFC on policy and regulations related to student evaluation that apply to a substantial group of students
    5.8 Make recommendations to GFC on student engagement, student educational experience, and support for teaching
    5.9 Members may be asked to serve on adjudication bodies related to awards within the CLE mandate

6. **Sub-delegations from the Committee on the Learning Environment**
Should be reviewed at least every three years and reported to GFC.

    None.

7. **Limitations to Authority**
The following further refines or places limitations on authorities held by or delegated to CLE:

8. **Reporting to GFC**
The Committee should regulary report to GFC with respect to its activities and decisions.

9. **Definitions**
<u>Substantial Group of Students</u> – any one (or more) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level

<u>Academic staff</u> – as defined by the <u>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues</u> in UAPPOL

<u>Non-Academic staff</u> – as defined by the <u>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</u> in UAPPOL

10. **Links**
Teaching Policy
Teaching Assessment and Evaluation Policy and Procedures
<u>Assessment and Grading Policy and Procedures</u>
<u>Academic Regulations</u> – University of Alberta Calendar

Examination Regulations
Course Requirements, Evaluation Procedures and Grading
Centre for Teaching and Learning
Office of the Student Ombuds

Approved by General Faculties Council: [date]

GFC Committee on the Learning Environment (CLE) Terms of Reference

1. Authority

The *Post-Secondary Learning Act* (*PSLA*), Section 26(1), gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs." GFC has thus established a Committee on the Learning Environment (CLE), as set out below.

The complete wording of the section(s) of the *PSLA*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

2. Composition of the Committee

Note: All members of the Committee on the Learning Environment will be voting members (EXEC 04 DEC 2006)

Ex Officio
Chair – Provost and Vice-President (Academic)
Vice-President (Research)
Vice-President (Academic), Students' Union
Vice-President (Academic), GSA
Vice-Provost and Chief Librarian
Vice-Provost and Associate Vice-President (Information Technology) (EXEC 04 DEC 2006)
Director, Centre for Teaching and Learning
Vice-Provost and University Registrar

Elected by General Faculties Council
Four staff representatives (Category A1.0)*, elected by GFC, at least one of whom must sit on GFC
One support staff representative (Category S1.0* or S2.0*), elected by GFC
One undergraduate student at-large
One graduate student at-large

Appointed Members
One Chair, selected by Chairs' Council (EXEC 04 DEC 2006)
One Dean, selected by Deans' Council (EXEC 08 SEP 2008)
Two Associate Deans or Associate Chairs, Teaching and Learning (or equivalent) appointed by the Chair of GFC CLE in consultation with the Chair of the GFC Nominating Committee (EXEC 06 JUN 2011)

One staff representative (Category A1.0*) who holds a major teaching award (internal or external award, eg Rutherford, Vargo Chair, 3M, etc.) appointed by the Chair of GFC CLE in consultation with the Chair of the GFC Nominating Committee (EXEC 04 DEC 2006) (EXEC 06 JUN 2011)

* See UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues and (Appendix B) Definitions and Categories of Support Staff for definitions of these categories of staff members.

3. Mandate of the Committee

The Committee on the Learning Environment is a standing committee of the General Faculties Council that promotes an optimal learning environment in alignment with guiding documents of the University of Alberta. (EXEC 04 DEC 2006)

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The Committee on the Learning Environment is responsible for making recommendations concerning policy matters and action matters with respect to the following:

a) To review and monitor the implementation of the University's Academic Plan with regard to optimal teaching and an optimal learning environment.
b) To review and, as necessary, recommend to the GFC Academic Planning Committee or the GFC Executive Committee policies on teaching, learning, teaching evaluation, and recognition for teaching that promote the University's Academic Plan.
c) To review and, as necessary, recommend to the GFC Academic Planning Committee or the GFC Executive Committee policies developed by the Learning Services units to promote the University's Academic Plan. (GFC 22 SEP 2014)
d) To develop policies that promote ongoing assessment of teaching, learning, and learning services through all Faculties and units.
e) To nurture the development of innovative and creative learning services and teaching practices.
f) To encourage the sharing and discussion of evidence about effective teaching, learning, and learning services.
g) To promote critical reflection on the impact of broad societal changes in teaching, learning, and the learning environment.
h) To promote projects with relevant internal and external bodies that offer unique teaching and learning opportunities that would benefit the university community.
i) To consider any matter deemed by the GFC Committee on the Learning Environment to be within the purview of its general responsibility.

4. Committee Procedures

See General Terms of Reference.

5. Additional Reporting Requirements

None.

Updated September 24, 2014

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