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## Senate Committee on Teaching and Learning

### Terms of Reference

#### 1. Mandate and Role of the Committee

- a) The Senate Committee on Teaching and Learning (“the Committee”) supports the Senate of the University of Manitoba (the Senate) by considering and making recommendations to the Senate on policies and matters related to teaching and learning. As part of this, the Committee:
  - i) provides a forum for the discussion of teaching and learning at the University;
  - ii) Serves as a place where units and administrators bring ideas and policies related to teaching and learning for advice and consultation at the developmental stage.
  - iii) recommends measures to enhance teaching and learning at the University; and
  - iv) provides a channel for communication, consultation, and information regarding libraries and information technology as these relate to teaching and learning.

#### 2. Authority

- a) The Committee is created by and is accountable to the Senate, under the powers provided to the Senate by *The University of Manitoba Act*.

#### 3. Areas of Responsibility

In fulfilling its Mandate and Role the Committee shall:

##### a) Teaching and Learning

- (i) Make recommendations to Senate regarding policies related to the implementation of instructor/course evaluations.
- (ii) Make recommendations to Senate on policies related to the responsibilities of academic staff to students.
- (iii) Make recommendations to Senate on policies related to the promotion of academic integrity and provide advice on related matters.
- (iv) Provide advice to and maintain close liaison and collaboration with The Centre for the Advancement of Teaching and Learning with respect to their efforts in support of teaching and learning at the University.
- (v) Provide advice and share information regarding innovations in the scholarship of teaching and learning, including monitoring the evolution of learning technology applications and their impact on teaching and learning, and identifying opportunities related to learning modalities, strategies, and learning technology applications.

##### b) Student Educational Experience

- (i) Annually receive reports on quantitative and qualitative data from internal and external sources on student engagement in the student educational experience and convey the same to Senate.
- (ii) Annually review student attrition and retention data, and provide advice, share and make recommendations to Senate and university administration, as appropriate, regarding the quality and impact of the student educational experience.
- (iii) Periodically review or investigate strategies or practices to enhance the student educational experience.

**c) Libraries and Learning Technology**

- (i) Provide advice, share information with, and make recommendations to Senate and the university administration, as appropriate regarding:
  - Broad policies and priorities related to libraries, learning technology and information technology related to teaching, learning, and research. It is to be understood that such matters would be broad, institution-wide matters.
  - Issues related to learning materials, copyright clearance and platforms and mechanisms for transmitting and sharing learning materials.
- (ii) Provide a channel for communication and consultation between the academic community, the Libraries, and IST by:
  - Providing advice to the Vice-Provost (Libraries) and University Librarian and the Chief Information Officer (CIO) on priorities for the Libraries and IST;
  - Reviewing proposals from the CIO related to strategic IT planning;
  - Providing advice to the Vice-Provost (Libraries) and University Librarian on matters relating to the University Libraries.

#### **4. Composition of Committee**

**a) Ex officio voting members**

- i. Vice-Provost (Learning, Analytics and Academic Infrastructure)
- ii. The Vice-President (Indigenous)
- iii. The Chief Information Officer
- iv. The Vice-Provost (Libraries) and University Librarian
- v. The Vice Provost (Students)

**b) Voting members appointed by the Senate**

- i. Eight members of the academic staff including at least one academic librarian, at least four of whom shall be Senators with no more than two representatives from the same Faculty or School or the Libraries.
- ii. Two Deans of Faculties, Colleges, or Directors of Schools.
- iii. Two students, one undergraduate and one graduate.

**c) Ex officio Non-Voting Resource Members**

- i. Director, Centre for the Advancement of Teaching and Learning

- ii. Registrar and Executive Director, Enrolment Services
- iii. Vice-Provost (Equity) or designate
- iv. Dean, Faculty of Graduate and Postdoctoral Studies, or designate
- v. Director of Student Accessibility Services

## **5. Resource Persons**

A staff member from the Office of the University Secretary shall serve as Committee Resource.

The University Secretary or delegate shall serve as Secretary to the Committee.

## **6. Chair and Vice-Chair**

- a) The Vice-Provost (Learning, Analytics and Academic Infrastructure) shall serve as Chair of the Committee.
- b) The Committee shall elect a Vice-Chair from amongst the voting members of the Committee who shall act for the Chair in the Chair's absence.

## **7. Frequency of Meetings and Annual Work Plans**

- a) The Committee shall meet a minimum of four times annually, twice in each of the fall and winter terms.
- b) Additional meetings may be called by the Chair as required.
- c) The Chair and the University Secretary shall, with the assistance of the Committee Resource Persons, develop an annual work plan for the Committee to guide the Committee's work.

Approved by Senate June 24, 2026