



Learning Technologies Advisory Committee

Terms of Reference

Context

Learning technologies are critical for supporting high quality teaching and learning, pedagogical innovation and blended and online learning. In 2014, a Learning Technologies Task Force, chaired by the Provost, developed the Strategic Framework for Learning Technologies to guide and support high impact, research-informed learning experiences that are enabled and enhanced by digital technology. The framework outlined five priorities to ensure learning technologies were well supported that included governance, learning spaces, supportive environment, policies and procedures and leadership. The governance priority of the framework highlights the need for *“strong infrastructure guiding the coordinated effort for decision making around learning technologies, and a comprehensive University effort to support long-term vision and decision making for excellence in technology enhanced learning”*.

Purpose

The purpose of the Learning Technologies Advisory Committee (LTAC) is to ensure enterprise platforms for teaching and learning and campus learning technologies support high quality teaching and learning and innovative teaching at the University of Calgary. LTAC will assess and address how current digital learning technologies meet staff and student needs and identify new campus learning technology requirements. The committee will also maintain awareness of current and emerging digital technologies and provide advice on strategic directions for learning technologies at the University of Calgary. The work of LTAC will report to Provost’s Team, Teaching and Learning Committee of GFC, Dean’s Council and the Teaching and Learning Leaders Network.

LTAC Responsibilities

- Assess learning technology trends in higher education and identify emerging directions for learning technologies at the University of Calgary.
- Seek information and advice from students, Faculties, Units and committees across campus to identify how current learning technologies meet their needs.
- Oversee an annual analysis of the learning technologies to ensure they are meeting campus community needs and advise the LTAC steering team on strategic directions for learning technologies when needed.
- Provide ongoing guidance and recommendations for the selection of new learning technologies and advise on the renewal of existing learning technologies.

- Provide advice and recommendations on how learning technologies are integrated into campus learning spaces.
- Identify the learning technologies used within units across campus and seek opportunities to highlight and share successful teaching and learning technology innovations.
- Identify solutions to problems and issues that arise and make recommendations for implementation
- Identify supports and gaps for the use of learning technologies, and make recommendations for support when needed.
- Ensure learning technologies protect data protection rights and intellectual property rights of students, staff and community stakeholders
- Establish a process for reporting opportunities, issues, and problems that arise with learning technologies
- Develop an annual work plan at the first meeting of the year, and complete an annual report at the end of each academic year.

LTAC Committee Structure

Steering Team

A steering team made up of the Vice-Provost Teaching and Learning, Chief Information Officer (CIO) for IT and Senior Director of the Taylor Institute for Teaching and Learning oversee and direct the work of LTAC.

Membership of the advisory committee shall consist of the following members, chaired by the Vice-provost teaching and learning (VPTL) and co-chaired by the Manager, Learning Technologies, Taylor Institute. Appointments will normally be two years.

Advisory Committee

The Advisory group shall consist of the following members, co-chaired by a member appointed by the VPTL

- Academic representatives (1 per academic unit), appointed by the Dean
- Taylor Institute for Teaching and Learning
 - Director
 - Academic Lead, Educational Technology and Design
 - Manager, Learning Technologies
 - Manager, Learning and Instructional Design
- Information Technologies
 - Director, IT Solutions and Service Delivery
 - Director, IT Customer Engagement and Experience
 - IT Partner for VPTL
 - Associate Director for Customer Technology
- Libraries and Cultural Resources
 - Associate University Librarian - Technology, Discovery & Digital Services

- Continuing Education
 - Director of Continuing Education or designate
- Student representatives
 - Students' Union Vice President Academic (or designate)
 - Graduate Students' Association Vice President Academic (or designate)

Working Groups

At times *ad hoc* working groups may be established to implement project or task-level work identified by LTAC. An *ad hoc* working group may include LTAC committee members, invited experts, or key stakeholders. Working group membership will be based on an assessment of the project or task identified by LTAC. Working groups will report to LTAC.

Meetings

LTAC will normally meet every two months.

Work plan and Annual Report

LTAC will develop an annual work plan at the beginning of the academic year.

LTAC will complete an annual report on the work of the committee that will be made available to the campus community. LTAC will complete a review of the committee Terms of Reference, revising when necessary.

Conflict of Interest and Code of Conduct

Learning Technologies Advisory Committee members shall operate in accordance with the University of Calgary's Code of Conduct, which includes Conflict of Interest disclosure.

Code of Conduct: https://www.ucalgary.ca/policies/files/policies/code-of-conduct_1.p