

Experiential Learning Advisory Committee – Terms of Reference

Overview

Experiential Learning (EL) is key priority for UCalgary in enhancing the student experience. In December 2019, the [EL Plan 2020-25](#) was approved by the General Faculties Council. By 2025, all undergraduate students will participate in at least two EL activities, while graduate students in a degree program will have the opportunity to participate in at least one EL experience. In addition to two bold targets, the EL Plan outlines three broad priorities for scaling and enhancing EL at UCalgary over the next five years: 1) Expand capacity and reduce barriers; 2) Increase student opportunities; and 3) Track and ensure high quality EL. In order to achieve these institutional goals, we need to coordinate activities across the university, and leverage expertise in pedagogy and EL programming and administration.

ELAC Purpose

ELAC brings together experiential learning stakeholders from across the institution to guide, support and help track the implementation of UCalgary's Experiential Learning Plan 2020-25. The Committee is accountable to the Provost and Vice-Provost Teaching and Learning and will advise senior academic leadership on the implementation of the EL Plan and the activities and resources needed to achieve the targets set out in the EL Plan.

ELAC Activities

1. Organize the recommendations in the EL Plan into the categories of short, medium, and long-term goals and prioritize the goals and associated activities within each category.
2. Identify ways to promote the EL Plan so that it becomes socialized and normalized amongst the UCalgary community
3. Ensure coordination among EL initiatives across UCalgary
4. Ensure EL practices, initiatives and policies include Indigenous perspectives and ways of knowing and being
5. Ensure EL practices, initiatives and policies are equitable and inclusive
6. Inform data collection and metrics criteria for EL across UCalgary for the EL Dashboard
7. Build networks and communities of practice for the exchange of ideas, strategies and challenges across portfolios, including updates from Faculties, non-academic units and the Office of Experiential Learning
8. Develop a mechanism for the planning and roll out of institutional EL initiatives (e.g. the mobilization of initiatives such as the Student Work Placement Program)
9. Where needed, develop sub-committees comprised of EL practitioners from across the university and in the broader community to guide and strategize implementation of specific EL initiatives
10. Relay relevant information back to program staff supporting EL across campus
11. Make recommendations for policies and procedures related to EL
12. Inform communication of EL to key stakeholder groups (current and prospective students, community and industry partners, government and prospective donors)

ELAC Membership

ELAC is co-chaired by the Director of Experiential Learning and the Associate Director, Experiential & Work-Integrated Learning from the Office of Experiential Learning. Membership of ELAC is comprised of campus leaders and champions of Experiential Learning. Membership is typically a two-year term, with the opportunity for renewal.

ELAC Membership

- 1 representative from each Faculty or similar unit with responsibilities for EL activities, including a representative from Continuing Education and the School of Public Policy
- 1 representative from the Office of Indigenous Engagement
- 1 representative from Office of Equity, Diversity and Inclusion
- 1 representative from each unit:
 - Advancement
 - UC International
 - Vice-President Research Office
 - Student Experience (one member from each unit)
 - Leadership and Student Engagement
 - Career Services
 - Registrar's Office
 - Program Innovation Hub
 - Library and Cultural Resources
 - Office of Sustainability
 - Office of Institutional Analysis
 - Legal Services
 - Risk Management and Insurance
 - Hunter Hub for Entrepreneurial Thinking
 - Information Technologies (IT)
- One undergraduate student representative* designated by the Students' Union
- One graduate student representative* designated by the Graduate Students' Association
- Other expertise as required

*the committee seeks student representatives who have engaged in EL activities and can provide feedback on the student experience in EL

Frequency of Meetings

ELAC will normally meet twice during the Fall and Winter semesters, and once during the Spring/Summer term. Sub-committees of the ELAC may meet more frequently.

ELAC Subcommittees

As the work of the ELAC evolves, the Committee will appoint subcommittees for specific thematic areas or projects. Areas might include Work Integrated Learning, Undergraduate Research, Data and Metrics, and Communications. These committees are chaired by members of the Advisory Committee, and report quarterly to the Committee.

Reporting

The Committee reports to the Provost and Vice Provost Teaching and Learning. Committee chairs will be responsible for preparing committee updates throughout the year for the Provost and Vice-Provost Teaching and Learning, and for submitting an annual ELAC report on EL activities. ELAC activities will also support the annual reporting on the EL Plan to GFC. Committee members of ELAC will contribute information and help develop committee updates and annual reports.

