



**General Faculties Council
Teaching and Learning Committee
Terms of Reference**

1. ESTABLISHMENT

The General Faculties Council (**GFC**) hereby establishes a standing committee called the Teaching and Learning Committee (the **Committee**) under the provisions of the GFC's General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Committee Terms of Reference and the General Terms of Reference, these Committee Terms of Reference will govern.

The Vice-Provost (Teaching and Learning) shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

2. MEMBERSHIP

Co-Chair

Vice-Provost (Teaching and Learning) (ex-officio, voting).

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- One academic staff member appointed by each Faculty Council, excluding Graduate Studies. One of these persons shall be named by the GFC Executive Committee as the Academic Co-Chair of the Committee.
- One person appointed by the Libraries and Cultural Resources Academic Council
- One Dean appointed by Deans' Council
- Vice-Provost (Indigenous Engagement) or, in the Vice-Provost's sole discretion, an academic staff member (ex-officio)
- Executive Director, Office of Institutional Commitments or designated academic staff member (ex-officio)
- One student appointed by the Students' Union
- One student appointed by the Graduate Students' Association

Non-Voting Members

- Vice-Provost and Dean of Graduate Studies or, in the Dean's sole discretion, a member of the Faculty of Graduate Studies Council (ex-officio)
- Vice-Provost (Student Experience) (ex-officio)
- Vice-Provost (Libraries and Cultural Resources) and University Librarian (ex-officio)
- Chief Information Officer (ex-officio)
- Senior Director of the Taylor Institute for Teaching and Learning (ex-officio)

- One Associate Director of the Taylor Institute for Teaching and Learning (TI) appointed by the Senior Director of the TI
- One person appointed by the Faculty Association
- One person appointed by the Alberta Union of Provincial Employees, Local 52
- One person appointed by the Management and Professional Staff Executive Committee

3. ROLE

The Committee serves as GFC's primary advisory group on teaching and learning, including such aspects as learning environments, quality and innovation, resources and support, recognition of teaching excellence and professional development, and students' educational experience.

4. RESPONSIBILITIES

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee; however, the Committee may carry out additional responsibilities and duties within its role.

The Committee's primary responsibilities are as follows:

1. Provide strategic advice to GFC on teaching and learning in support of sustained, high academic standards, academic integrity and the strategic directions of the University;
2. Identify and develop or review and recommend to GFC strategies, plans, policies, procedures, practices, programs and activities within its role and advise GFC on the implementation and outcomes, including the effectiveness, of same;
3. Identify, prioritize and recommend action for dealing with issues that arise from across the University falling within its role;
4. Seek out, promote and support innovations in teaching and learning, including monitoring the evolution of learning technology applications and their impact on teaching and learning, and identifying and encouraging the adoption of new learning modes, strategies and learning technology applications;
5. Promote research on the effectiveness and evaluation of teaching and learning and develop and recommend methods of assessing the quality of all teaching activities;
6. Facilitate teaching and learning initiatives being developed or utilized within and between divisions and disciplines, encourage collaborative activities and seek avenues for support of multi-disciplinary teaching developments;
7. Lead and promote communication and discussion about teaching and learning across the University and develop, promote and review a communication strategy for knowledge mobilization of issues and information about teaching and learning;
8. Support and foster the professional development of teaching staff, promote and make recommendations for faculty development that meets the needs of faculty, and identify, promote and support opportunities for educational scholarship for faculty and staff;
9. Develop, review and recommend to GFC teaching awards programs;
10. Receive reports about student engagement and the student educational experience, and make recommendations to GFC concerning same;
11. Receive Quality Assurance Curriculum Review reports (Executive Summary and Action Plan) and interim reports (Action Plan), and provide feedback concerning same;
12. When requested, carry out appointments in accordance with a University body's Terms of

Reference (e.g. the Information Asset Management Committee);

13. Identify and recommend institutional priorities for University teaching and learning resources and support services;
14. Provide a forum for the receipt of reports from University teaching and learning resources, such as Libraries and Cultural Resources, the bookstore and student ombudsperson, and to allow these resources to raise issues and receive advice, support and promotion from the Committee;
15. Review and approve revisions to the UCalgary Course Experience Surveys (UCES) Operating Standard; and
16. Such other activities and responsibilities delegated or assigned to it by GFC or the GFC Executive Committee from time to time.

The Committee is also ultimately responsible for the work and responsibilities of each of its sub-committees as articulated in the Terms of Reference of those committees.

5. POWERS

Other than, or in the absence of, specific delegations of authority from GFC or the GFC Executive Committee to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations to GFC and other GFC standing committees.

6. AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to GFC.

- Review and approval of revisions to the UCalgary Course Experience Surveys (UCES) Operating Standard, as directed necessary by the Vice-Provost (Teaching and Learning).

As at April 3, 2025