

Centre for Teaching, Learning, and Technology (CTLT) Committee – Terms of Reference

January 2023

Mandate

The Centre for Teaching, Learning, and Technology (CTLT) will provide leadership and expertise in the scholarship of teaching and learning at Brandon University (BU). The growth of the CTLT is in keeping with the University's Strategic and Academic plans (Mamaawii-atooshke aakihkiwiin 2022) and overall mandate. The Centre will provide leadership in the development of learner - centered, evidence-informed approaches to teaching at Brandon University.

The CTLT will enhance the practice, culture, and scholarship of teaching and learning by:

- promoting exemplary teaching; including support for creative pedagogical practices, curriculum development, and evaluation.
- providing regular and focused faculty development activities; and
- providing guidance and support for the adoption and use of instructional technologies.

Services of the Centre

The Centre will provide activities and resources to the university community which include:

- establishing useful website links and resources
- planning and implementing faculty development activities
- organizing presentations and workshops on teaching, learning, and technology topics
- coordinating a faculty mentoring program
- encouraging the scholarship of teaching and learning
- providing support for instructors engaged in distance delivery
- compiling and sharing course and curriculum development information and resources for new faculty.

Centre Infrastructure

CTLT Committee Purpose

The purpose of the CTLT Committee is to provide perspective and advice on proposed teaching and learning directions for the Centre, and to offer suggestions for new directions based in evidence, teaching, experience, and formal and informal interactions with colleagues.

Scope

Offer guidance to develop initiatives that support teaching, learning, and educational technology use at Brandon University.

Authority

The CTLT Committee advises and provides educational direction to the Centre.

The CTLT Committee adjudicates nominations for the Senate Award for Excellence in Teaching, and submits a recommendation to the Senate.

CTLT Committee Membership

Chair, CTLT Director

Provost & Vice-President Academic, non-voting

Academic Dean, at least one (1) Academic Dean elected by and from Deans' Council for a two-year term, from September 2021 to 2023 and so on, following the chart below.

One (1) Faculty Representative elected by and from each respective Faculty/School for two-year terms, staggered from September 2021.

One (1) Library Faculty Representative elected by and from the Library for a two-year term, following the chart below.

Individuals currently serving in these roles will continue to do so until the first date indicated below. Representatives may serve a second consecutive term:

Arts	2021 - 2023	2023 - 2025	2025-2027
Education	2022 - 2024	2024 - 2026	2026 -
Health Studies	2021 - 2023	2023 - 2025	2025-2027
Music	2022 - 2024	2024 - 2026	2026 -
Science	2021 - 2023	2023 - 2025	2025-2027
Library	2022 - 2024	2024 - 2026	2026 -
Academic Dean	2021 - 2023	2023 - 2025	2025-2027

Service Representatives (Voting, ex officio):

Student Accessibility Coordinator

Learning and Development Officer

Student Representatives selected by CTLT Director in consultation with the Faculties:

Some combination of:

One (1) Undergraduate Student Representative – to serve until graduation or resignation

One (1) Graduate Student Representative – to serve until graduation or resignation

One (1) student representative from the Brandon University Students' Union appointed by BUSU Executive – to serve until graduation or resignation

Team Support Non-Voting Ex Officio Members

Administrative Support
Learning Technology Specialist
Distributed Learning Specialist

Centre Appointments

The Director will recruit and receive applications from faculty and graduate students who are interested in sharing their teaching expertise and/or engaging in research and scholarly activities related to teaching, learning, and technology. Applications for appointment will be reviewed and appointed (or not) by the CTLT Committee. There will be three types of appointments to the CTLT:

Teaching Affiliates

A Teaching Affiliate appointment is normally open to those who hold an academic appointment at Brandon University who have expertise and achievements in teaching, learning and/or technology. Faculty with expertise in the cultural aspects of teaching and learning will be encouraged to participate as Teaching Affiliates. Such an affiliation would be of mutual benefit to both the Centre and the individual. There is no salary associated with this appointment. A Teaching Affiliate is expected to contribute to and share in faculty development activities and/or engage in other activities of the Centre.

Research Affiliates

A Research Affiliate appointment is normally open to those who hold an academic or research appointment at Brandon University and who have research expertise. Such an affiliation would be of mutual benefit to both the Centre and the individual. There is no salary associated with this appointment. A Research Affiliate is expected to contribute to and share in the research activities, conduct workshops on research related topics, and/or engage in other activities of the Centre.

Graduate Student Affiliates

Membership in the CTLT is open to all current graduate students at Brandon University who have an interest in teaching, learning, and/or technology. Graduate Student Affiliates are expected to contribute to and share in the activities of the CTLT and/or serve on the CTLT Committee as needed.

Director, CTLT

The responsibilities of the CTLT Director will include:

- Recruit Teaching, Research and Graduate Student Affiliates to the Centre.

- Bring membership applications to the CTLT Committee.
- Organize workshops and seminars related to teaching, learning, and technology.
- Develop and maintain a robust and informative CTLT website of educational resources within the Learning Management System.
- Provide individual support to faculty in their pursuit of exemplary teaching.
- Compile and share course and curriculum development information.
- Support curricular re-development within programs.
- Collaborate with the Learning & Development Officer in the coordination of faculty orientation, mentorship activities, and faculty development services.
- Manage the operating budget for the Centre.

Meeting Arrangements

Meetings will be called, and agendas set by the Chair.

Agendas, Minutes, and Director's Reports will be distributed online and/or by email in advance of each meeting. Communication between meetings shall be by email.

Reporting

Individual members are responsible for reporting to their faculties or departments on approved plans and events.

The Director's Report on Centre activities will constitute reporting to the Provost (and Vice-President Academic). Additionally, the Provost and Director shall meet as necessary.

Resources and Budget

At least once per year, the Director shall report on CTLT activities, budget percentages used and other applicable information to the CTLT Committee.

Review

These Terms of Reference shall be reviewed every 3-years from September 2022; the next review will be September 2025.

Centre for Teaching, Learning, and Technology (CTLT) - Approved by Senate June 18, 2013; Rescinded by Senate October 15, 2019

Centre for Teaching, Learning, and Technology (CTLT) – Advisory Team - Terms of Reference – Approved by Senate October 15, 2019

Centre for Teaching, Learning, and Technology (CTLT) Committee – Terms of Reference – Approved by Senate: February 14, 2023; Revised June 13, 2023