

**Centre for Teaching, Learning, and Technology (CTLT)**  
**Advisory Team - Terms of Reference**  
**May 2019**

## **Mandate**

The Centre for Teaching, Learning, and Technology (CTLT) will provide leadership and expertise in pedagogy and technology in support of teaching and learning at Brandon University (BU). The establishment of a CTLT is in keeping with the University's Strategic Plan (BUILD 2010) and overall mandate. The Centre will provide leadership in the development of student-centered, evidence-based approaches to teaching within Brandon University.

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

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

## **Centre Infrastructure**

### **a) ADVISORY TEAM**

#### **Purpose**

The purpose of the CTLT Advisory Team is to continue the work of the previous CTLT Steering Committee under these revised Terms of Reference, provide perspective and advice on proposed teaching and learning directions for the Centre, and to offer suggestions for new directions.

## **Scope**

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

## **Authority**

The CTLT Advisory Team advises and provides educational direction to the Centre.

## **Advisory Team Membership**

**Chair**, Vice-President (Academic & Provost)

**Director**, CTLT

**Academic Dean**, at least one (1) Academic Dean elected by and from Deans' Council for a two year term, from September 2019.

**One (1) Faculty Representative** elected by and from each respective Faculty/School for two-year terms, staggered from September 2019. Individuals currently serving in these roles will continue to do so until the date indicated below (either September 2020 or September 2021):

- Faculty of Arts – to September 2021
- Faculty of Education – to September 2020
- Faculty of Health Studies – to September 2021
- School of Music – to September 2020
- Faculty of Science – to September 2021
- Library Representative – to September 2020

**Service Representatives (Voting, ex officio):**

- Student Accessibility Coordinator
- Learning and Development Officer

**Student Representatives** selected by CTLT Director in consultation with the Brandon University Student Union (BUSU) and Faculties:

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

**Team Support Non-Voting Ex Officio Members**

- Administrative Support
- Learning Technology Specialists

## **b) APPOINTMENTS TO CTLT**

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 vetted through the Advisory Team. 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 or with another University and who has 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 has 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 Advisory Team as needed.

## c) **DIRECTOR, CTLT**

The initial responsibilities of the CTLT Director will include:

- Recruit teaching, research and graduate student affiliates to the Centre. Bring membership applications to the Advisory Team for approval.
- Organize workshops and seminars related to teaching, learning, and technology.
- Develop and maintain a robust and informative CTLT website.
- Provide individual support to faculty in their pursuit of teaching excellence.
- Compile and share course and curriculum development information.

- Collaborate with the Learning & Development Officer (Human Resources) in the coordination of faculty orientation, mentorship activities, and faculty development services.
- Responsible for managing the operating budget for the Centre.

### **Meeting Arrangements**

Meetings will be called and agendas set by the Team Chair in consultation with the Director.

Agendas and Minutes 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 units on approved plans and events.

The approved Director's Report will constitute reporting to the Vice-President (Academic & Provost)

### **Resources and Budget**

The existing list of resources and budget will be made available to the CTLT Advisory Team upon request by the Director. At minimum, once per year the Director shall report on the CTLT budget, expenses, and other applicable information to the Advisory Team.

### **Review**

These Terms of Reference shall be reviewed every 3-years from September 2019; the first review will be September 2022.

*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*