

# **Centre for Teaching, Learning, and Technology (CTLT)**

**June 2013**

## **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. The establishment of a Centre for Teaching, Learning, and Technology 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 initially 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) Steering Committee**

The Centre for Teaching, Learning, and Technology will be supported by a Steering Committee composed of the following:

Coordinator, CTLT (Chair)

One faculty representative elected by each Faculty/School

One faculty representative elected by Student Services

Learning & Development Officer (Human Resources)

Distance & Distributed Learning Specialist  
One graduate student  
One undergraduate student  
One academic Dean elected by Deans Council

## **b) Appointments to CTLT**

The Coordinator 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 Steering Committee. There will be three types of appointments to the CTLT:

### **1. 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, serve on the Steering Committee as needed, and/or engage in other activities of the Centre.

### **2. Research Affiliates**

A Research Affiliate appointment is normally open to those who hold an academic or research appointment at Brandon University or with another University and who has research expertise in teaching, learning and/or technology. 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.

### **3. 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 Steering Committee as needed.

## **c) Coordinator, CTLT**

The initial responsibilities of the Coordinator will include:

- Chair the CTLT Steering Committee

- Recruit teaching, research and graduate student affiliates to the Centre. Bring membership applications to the Steering Committee 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.

#### **d) Budget**

During the initial startup period, resources needed by the Centre will be allocated from the Office of the Vice-President (Academic & Provost). It is anticipated the Coordinator will be provided with teaching release or a sessional stipend commensurate with the workload associated with the role. Funds currently dedicated to teaching enhancement activities in the University will be transferred into a CTLT budget. In the beginning, the Coordinator will require minimal support staff assistance. These resources will be provided by the Office of the Vice-President.

Moving forward on a longer term basis, the Council of Post-Secondary Education (COPSE) has shared plans to fund university strategic initiatives that enhance quality of teaching. The mandate of the new Centre for Teaching, Learning and Technology would be in keeping with this plan. In the coming months, the Vice-President (Academic & Provost) will make application to COPSE for funding under this new strategic initiative. The Vice-President (Academic & Provost) will also work with Institutional Advancement to secure donations in support of operating the Centre. Such donations and endowments could include naming rights for the Centre, eg.) Mary Smith Centre for Teaching, Learning, and Technology. This funding would provide long term sustainability of the Centre.

Approved by Senate June 18, 2013