

Teaching and Learning Advisory Council Terms of Reference

Revised June 2021

1. Mandate

The Teaching and Learning Advisory Council provides an interdisciplinary forum for discussion of issues related to teaching and learning, advocates for the centrality of teaching and learning in student and faculty success, and provides the Provost & Vice-President, Academic and the AVP of the Teaching and Learning Centre with advice and recommendations with respect to initiatives, programs, and policies related to teaching and learning at UFV. More specifically, TLAC

- initiates activities and events related to teaching and learning to inspire and facilitate institution-wide discussion
- consults with and advises program areas on matters related to teaching and learning
- acts as a resource for faculty regarding the scholarship of teaching and learning
- reviews UFV's strategic and educational plans, policies and practices to assess their implications for teaching and learning and formulates responses
- establishes sub-committees, as required, to address emerging issues

2. Membership

Voting Members

Two faculty members delegated by each faculty area*
University Librarian or designated librarian**
Representative, Academic Success Centre
Representative, Advising Centre
Representative, Centre for Accessibility Services
Representative, South Asian Studies Institute

Ex-officio Members

Provost & Vice President (Academic)
AVP Research, Engagement, and Graduate Studies
VP Students
Dean of College of Arts
Dean of Professional Studies
Dean of Science
Dean of Health Sciences
Dean of Access and Continuing Education
Dean of Applied and Technical Studies
AVP of Teaching and Learning

* Each year, prior to the Faculty Council's final meeting in May, faculty areas will be asked to appoint two members as their delegates to the Teaching and Learning Advisory Council for a two-year September – June term of office.

** Designates will be appointed to a one-year term to ensure continuity.

Director of the Career Centre
Senior Advisor for Indigenous Affairs or designate

3. Chair

Every two years, at its regular May meeting, the Council will appoint a Chair and a Co-Chair from its membership.

4. Regular Meetings

The Council shall meet once a month, or at the request of the Provost & Vice President Academic or the Chair. All meetings of the Council are open to all UFV faculty, staff, and students. In the event that a vote must be taken, quorum shall be considered 30% of voting members.

If voting members miss two consecutive meetings without sending regrets, or 3 or more meetings in an academic year, they may be asked to withdraw their membership.

5. Proceedings

A summary record of the proceedings and recommendations of the Council will be produced and circulated by the Assistant to the AVP, Teaching & Learning.