

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2020-03	Senate		
Policy Name			
Senate Teaching and Learning Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate	S2013-04		2025
Date Issued	Date Revised	Related Policies, Reference	
June 3, 2020			

1. REPORTING

The Senate Teaching and Learning (STL) Committee is a standing committee of the Senate and makes recommendations to Senate.

2. MANDATE

- 2.1 To advise the Senate and provide institutional oversight on policies and practices related to teaching and learning.
- 2.2 To advise the Senate on the evaluation of the quality of teaching and learning and the assessment and evaluation of student learning.
- 2.3 To advise the Senate on educational technology and other resources that support teaching and learning, including open learning resources and practices.
- 2.4 To consult with, and to be consulted by, the Centre for Teaching Excellence (CTE), the Teaching and Learning Council, Information Technology (IT), the Creative Activity, Research and Scholarship (CARS) Office, the Office of Indigenous Education and Affairs, Deans, and other areas of the university on initiatives that relate to teaching and learning.
- 2.5 To establish such subcommittees as needed to fulfill the Committee's responsibilities.
- 2.6 Other duties as assigned by the Senate.

3. MEMBERSHIP

3.1 The Chair

The Chair will be a member of the Senate who is elected by STLC for a one-year term. The duties of the Chair are as follows:

- To chair the meetings of STLC, to prepare agendas, and to ensure that the recommendations of the STLC are taken to Senate.
- To ensure that Senate is updated regularly on the activities of the STLC.

3.2 Voting Members

The voting members consist of eleven members appointed by Senate as follows:

- Chair of Senate
- Vice-chair of Senate
- One Administrator
- Five faculty members, with a preference for representation from all faculties, with at least two of the faculty members being Senators.
- One Librarian
- One Staff
- One Student, with a preference for the student being a Senator

3.3 Non-Voting Members

The non-voting members consist of:

- Administrator, Centre for Teaching Excellence (CTE)
- Administrator, Information Technology (IT)
- Administrator, Creative Activity, Research and Scholarship (CARS)
- Executive member, Capilano Student Union
- Administrator, Indigenous Education and Affairs

3.4 Term of Office

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

4. CONDUCT OF MEETINGS

4.1 Schedule

At least once per month during the fall and spring semesters.

4.2 Quorum

Six voting members

4.3 Tie Votes

In the event of a tie, the Chair may vote to break the tie.

4.4 Visitors to Meetings

Meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.