

# **CITL Advisory Council**

## **TERMS OF REFERENCE**

### **General**

Working with a network of partners across the campuses of Memorial University, the Centre for Innovation in Teaching and Learning (CITL) has an important role in enabling the development of a student-centred educational experience, as outlined in the Teaching and Learning Framework (TLF) 2023. CITL's Advisory Council offers insight, practical expertise and guidance from across the institution to CITL's Director and senior management. The Council helps facilitate the unit in engaging faculty, staff and students to develop innovative approaches to academic programming and instructional practices.

### **Membership**

- a) 11 Associate Deans of Undergraduate Programs, St. John's Campus
- b) A representative of Grenfell Campus
- c) Associate Vice-President Academic and Student Affairs, Marine Institute
- d) Director, Labrador Institute
- e) Director, Internationalization Office
- f) Associate Dean, School of Graduate Studies
- g) Associate Librarian, Libraries
- h) Associate Director, Student Life
- i) Associate Registrar, Office of the Registrar
- j) A representative of the Office of Research
- k) A representative of the Office of Public Engagement
- l) Three undergraduate students, one from Memorial University Students' Union, one from the Marine Institute Students' Union, and one from the Grenfell Campus Student Union
- m) One graduate student, Graduate Students' Union
- n) Director, CITL
- o) Associate Director, CITL
- p) Two Assistant Directors, CITL

### **Governing Procedures**

- a) Members of the Council shall be appointed by the Provost and Vice-President Academic.
- b) Student members are appointed for a one-year term, renewable.
- c) The Council shall elect a Chair for a two-year term, renewable once.
- d) The Council shall meet at least twice annually at the call of the Chair.
- e) Quorum shall be 33% of the appointed members.
- f) The Centre for Innovation in Teaching and Learning will maintain a secretarial role for the Committee, arranging meetings, and serving as a repository for all committee work.

## **Role and Responsibilities**

Members of the Council will:

- a) Be guided by the Teaching and Learning Framework and the CITL strategic plan;
- b) Receive updates at least once a year from the Centre for Innovation in Teaching and Learning (CITL) on programs, services and initiatives in teaching and learning;
- c) Provide feedback on current CITL programming, services, and learning technologies to make recommendations for continuous improvement;
- d) Identify key teaching and learning issues and trends within and across units at Memorial University;
- e) Foster a relationship between the member's home unit or stakeholder group and CITL;
- f) Identify opportunities for collaborative and interdisciplinary initiatives in teaching and learning; and
- g) Participate, when appropriate, in CITL public events.

## **Reports**

The Director of CITL and the Chair of the Advisory Council shall produce a written annual report highlighting initiatives of CITL, activities and recommendations of the Council, and plans for future development. A copy of the report will be sent to the Provost and Vice-President Academic and the Senate Committee on Teaching and Learning.

## **Review**

The membership and duties and responsibilities of the Advisory Council shall be reviewed by the Council every two years or as deemed necessary by the Council.