e-Learning Advisory Committee
Mandate Statement and Terms of Reference
Approved by SPGC on April 15, 2015

The e-Learning\(^1\) Advisory Committee is an ad hoc committee of the Senate Learning and Teaching Committee.

1. **Mandate Statement**
   The e-Learning Advisory Committee will review the current activities and experiences of e-Learning on campus, identify needs for e-Learning services and support for students, faculty and staff at Dalhousie University, and advise on priorities for allocation of resources. The Committee will bring together voices from faculty, students, staff and the administrative leads for the Libraries, Information Technology Services (ITS) and the Centre of Learning and Teaching (CLT) to provide a broad input into the institutional delivery of e-Learning at Dalhousie University.

2. **Accountability**
   To the Senate Learning and Teaching Committee (SLTC).

3. **Terms of Reference**
   3.1 - As a committee of experts and users, will discuss current issues and initiatives that impact e-Learning with the goal of improving the delivery of these services to stakeholders.

   3.2 - Advises the administrative leads (Libraries, ITS and CLT) on priorities and advocacy issues related to e-Learning and recommends courses of action, endorsement or further review.

   3.3 - Participates in and/or facilitates Dalhousie University representation at meetings and presentations related to e-Learning.

   3.4 - Reports to the SLTC (at a minimum annually) and liaises with academic committees and administrative units; as required.

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\(^1\) e-learning” refers to a diversity of approaches used for teaching and learning on campus. Examples of topics that the advisory committee on e-learning will consider, but are not limited to are: technology-enabled learning, synchronous and asynchronous delivery in the campus classroom and at a distance, pedagogy, implementation of a new learning management system, University resources. Discussions about e-learning will benefit from multiple perspectives and these will be sought through advisory committee membership as well as engagement outside of meetings with other participants in learning.
4. **Membership**
4.1 - Members shall comprise representatives from Dalhousie Libraries, CLT, ITS, and representative members from faculty, student and administrative support.

4.2 - As required, interested individuals and organizations may be invited to participate in the work of the Committee.

4.3 – The Chair shall be Chair of SLTC unless otherwise elected by members of the Committee.

5. **Meetings**
Meetings will be held at the call of the Chair, and a minimum of once per term.

6. **Mandate Statement and the Terms of Reference Review**
The mandate statement and terms of reference will be reviewed at the call of the Chair or at least every three years.

7. **Staff Liaison**
The University Secretariat will provide administrative support to the Committee.