

**e-Learning Advisory Committee
Mandate Statement and Terms of Reference
Approved by SPGC on December 9, 2020**

The e-Learning¹ 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) and SLTC 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.

3.5 - Applies an equity, diversity and inclusivity (EDI) lens in fulfillment of its mandate to identify gaps and areas for improvement.

3.6 – Advises on examination regulations related to e-Learning.

3.7 - Takes action as required to fulfill the mandate of the e-Learning Advisory Committee.

3.8 - Executes other tasks as directed by SLTC.

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 Ex Officio Voting Members

- 4.1.1 The Vice-Chair, Student Affairs as Chair of SLTC
- 4.1.2 Director, Academic Technological Services, Faculty of Libraries (or designate)
- 4.1.3 Director, Enterprise Application Services, ITS (or designate)
- 4.1.4 Executive Director, Centre for Learning and Teaching (or designate)
- 4.1.5 Dean of Libraries (or designate)
- 4.1.6 Director, MedIT Enterprises Systems & Projects, Faculty of Medicine (or designate)

4.2 Nominated Voting Members

- 4.2.1 4 Faculty members at large
- 4.2.2 1 student nominated by the Dalhousie Student Union (DSU) for one year

In accordance with Dalhousie's focus on equity and diversity and its Employment Equity Policy, appointments to the sub-committee will seek to achieve representation from designated and equity-seeking groups² at or exceeding the availability pool (as quantified for designated groups in the most recent census, per the Federal Contractors program).

As much as possible, membership will reflect the diversity of programs and Faculties across the university, plus student and administrative support. All members will be approved by SLTC.

Other than ex-officio members, members will be appointed for staggered three-year renewable terms, except where otherwise stated.

4.3 Non-Voting Member

- 4.3.1 Secretary of Senate (or designate)

4.4 - As required, interested individuals and organizations may be invited to participate in the work of the Committee to provide high-level guidance.

4.5 – The Chair of the Committee shall be Vice-Chair, Student Affairs as 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

² Equity-seeking Groups: female-identified individuals, individuals of Aboriginal ancestry (and particularly Mi'kmaq individuals), racialized individuals (and particularly African Nova Scotian), person with disabilities, and individuals who identify as LGBTQ+.

every three years.

7. Staff Liaison

The University Secretariat will provide administrative support to the Committee.