



**Senate Teaching and Learning Committee
Terms of Reference**

Last review: April 2026	Next review: April 2029
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1. Reporting

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

2. Mandate

The mandate of the committee is to:

- Advise the Senate on the development and review of policies and procedures related to teaching and learning, such as:
 - The mission statement and the educational goals, objectives, strategies and priorities of the special purpose, teaching university;
 - The qualifications for faculty members;
 - Faculty creative activity, research, and scholarship;
- Advise the Senate on the evaluation of the quality of teaching and learning;
- Advise the Senate on the assessment and evaluation of the student experience of learning;
- Advise the Senate on educational technology and emerging digital practices (e.g., hybrid learning environments, artificial intelligence, open educational resources), including pedagogical, ethical, and academic integrity considerations;
- Consult with, and to be consulted by the following areas:
 - Academic Planning and Quality Assurance;
 - Creative Activity, Research and Scholarship and Graduate Studies (CARS);
 - Digital Technology Services (DTS);
 - Indigenous Education and Affairs;
 - Teaching and Learning;
 - The Library;
 - Work-Integrated Learning;
 - Deans, and other areas of the university on initiatives that relate to teaching and learning; and
- Other duties as assigned by the Senate.

3. Membership

The composition of the membership of the Committee includes:

Members

Nineteen (19) members including the Chair and Vice-Chair of Senate.

The **eleven (11) voting** members consist of:

- The Chair of the Senate,
- The Vice-Chair of the Senate,
- Five (5) faculty members (with a preference for representation from all Faculties, with at least two of the faculty members being Senators),
- One (1) Librarian,
- One (1) staff,
- One (1) student, and
- One (1) administrator.

The **eight (8) non-voting resource members** consist of:

- Administrator, Academic Planning and Quality Assurance
- Administrator, Creative Activity Research, Scholarship and Graduate Studies
- Administrator, Digital Technology Services
- Administrator, Indigenous Education and Affairs
- Administrator, Library
- Administrator, Teaching and Learning
- Administrator, Work Integrated Learning
- Executive member, Capilano Student Union

Terms of Office

Faculty, staff, and student members serve for one-year terms between September 1 and August 31. Members may be reappointed for subsequent terms. **Administrators** serve until the President replaces them with a new appointment.

When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, section 8.7, to fill the vacancy.

The Chair

The Chair of the STLC will be a member of the Senate who is elected by the STLC from among its members for a one-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- chair the meetings of STLC, prepare agendas, and ensure that the recommendations of the STLC are taken to Senate;
- recruit members for the committee, provide orientation to STLC members, and set expectations for participation; and
- ensure that Senate is updated regularly on the activities of the STLC.

The Vice Chair

The Vice-Chair of Senate will be the *de facto* Vice-Chair of the Committee. The Vice-Chair will fulfill the duties of the Chair in their absence.

4. Conduct of Meetings

Schedule

Meetings of the committee are held once a month between September 1 and August 31, with no meetings in June and July.

Quorum

Six (6) voting members (including the Chair).

Decision Making

When consensus cannot be reached, decisions will be made by a 2/3 vote of members present.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to the committee's other members, members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the Chair. In the case of STLC, the Chair will provide written notice to the member, the member will be given an opportunity to respond, and the Chair will then provide written confirmation of the outcome.

Visitors to Meetings

At the discretion of the Chair, members of the Capilano University community may observe and address meetings of the STLC.

5. Resources

[Illuminating 2030](#)

[Chénchenstway \(summary document\)](#)

[Senate Policies and Procedures](#)

[Senate Bylaws](#)

[University Act](#)

6. Review of Terms of Reference

STLC will review and update these Terms of Reference as necessary at least every three (3) years (Senate Bylaws, Section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval. (*University Act*, section 37(1)(a)).