DISTANCE AND DISTRIBUTED LEARNING COMMITTEE
TERMS OF REFERENCE

Vision

The Distance and Distributed Learning Committee (DDLC) supports and facilitates the University of Regina’s remote learning and teaching objectives in accordance with the University Strategic Plan. In working toward these objectives, DDLC closely collaborates with the Faculties and Academic Units as well as the Centre for Teaching and Learning.

Specific Tasks

Originally created in 2010 as the formal body responsible for affirming and implementing the recommendations of the University of Regina Distance Education Task Force, DDLC aims to create the appropriate resources, policies and framework at the University to meet the goals of the University of Regina Strategic Plan in the area of distance and distributed teaching and learning. To this end, the committee will:

- Work to create the appropriate policies and procedures that will lead to a successful integration of distance and distributed learning across faculties and academic units
- Work to make a programmatic approach to distance and distributed learning an integral part of academic planning and degree delivery
- Encourage a technology-rich teaching and learning environment at the University in collaboration with the Centre for Teaching and Learning
- Oversee the distribution of centrally-allocated funding to support the development of distance and distributed learning courses. This responsibility involves putting out two calls per year for submissions of courses and programs; reviewing and prioritizing the submissions; and working with the Centre for Continuing Education (CCE) to allocate the available pool of funds to those applicants whose submissions meet the strategic goals of the University
- Research and advise on quality assurance and standards relating to distance and distributed learning in collaboration with the Centre for Teaching and Learning and the Centre for Continuing Education, Flexible Learning Division
- Support regular research on, and review issues, challenges and opportunities that might arise with respect to, new and changing learning technologies or modes of delivery, with a goal of making appropriate recommendations to the University with respect to these opportunities and challenges

The Committee normally meets four times a year: September, December, March, and June. The Chair may also call a meeting at their discretion.
**Membership**

Associate VP (Academic) as chair

Selected by the Deans’ Council

- Four Associate Deans
  (Appointed for 3 years with possibility of renewal)

Ex-Officio, Voting

- Director of the Centre for Teaching and Learning
- Director of the Centre for Continuing Education
- University Librarian or designate

Ex-Officio, Non-Voting Resource

- Head, Flexible Learning Division, CCE
- Manager, Instructional Technologies, CCE
- Program Manager Flexible Learning, CCE
- Senior Instructional Designer, CCE
- A member from the Office of Institutional Research

Administrative support will be supplied by Flexible Learning, CCE.

**Reporting Structure**

The committee will report annually on its activities to the Deans’ Council.