

## **TERMS OF REFERENCE: TEACHING DEVELOPMENT CENTRE ADVISORY COMMITTEE**

The objective of the Teaching Development Centre is to support teaching and learning at the University of Regina by becoming visible, accessible, and useful to all teaching personnel.

### **A. Membership of the Advisory Committee**

*The Committee is made up of a representative from each Faculty and Federated College of the university. Representatives will serve two-year terms which may be renewed for one year.*

*Other members of the committee will include a representative from the President's Office, one representative from the Student Union, and one representative from the Graduate Students' Association.*

*Ex officio members of the Committee will include the TDC Associate, the Director of the Library and the Vice President, Academic.*

### **B. Responsibilities of the Advisory Committee**

*It is the Committee's responsibility to provide advice and direction for the activities of the Teaching Development Centre. The Committee will seek to understand the needs and concerns of the larger university community as they relate to teaching, and will use this understanding to design programs for the Teaching Development Centre.*

*The Committee will advise a Director who is appointed to coordinate the activities of the Teaching Development Centre. The Director will report to the Committee at each of its meetings, and will be responsible to the Associate Vice-President, Academic.*

*The Committee will advise the Director on the dispensation of the Centre's budget.*

*A Chair will be elected from among committee members by committee members for a two-year term. The Chair will work with the Director and the Committee to set policy directions for the Teaching Development Centre.*

### **C. Procedures**

The Committee will meet from September through June, at least twice in each semester. Meetings will be called by the Chair and the Director. Agendas and minutes will be prepared and distributed by the Director.

## **TDC Advisory Committee Meetings**

The Teaching Development Centre Advisory Committee, with representation from every Faculty and College, is mandated to meet 5 times during the academic year: October, December, February, April, and June. This year the committee met in November, January and May.

The Director is responsible for calling meetings and setting the agenda. Recording the proceedings and distributing them are also the responsibility of the TDC. See Appendix F for a list of the committee members for the 2005 – 2006 academic year. This year the committee functioned with the Associate Director as Chair.