

---

**COLLEGE COMMITTEES**

---

**TERMS OF REFERENCE**

---

*ToRID & Cte Name:* **TOR42: ELEARNING STEERING COMMITTEE**

*Issued by:* Dean, Academic Quality and Strategic Integration

*Effective:* 2024-06-05

---

**1. PURPOSE**

The purpose of this committee is to make recommendations to the Senior Vice-President, Academic to align departmental work plans with the College's framework for online and blended learning.

**2. DEFINITIONS**

*Online and Blended Learning:* learning that involves the student connecting to online learning platforms and educational technology for completion of the necessary requirements to meet learning outcomes.

**3. MEMBERSHIP AND TERMS OF OFFICE**

Members are appointed by the Senior Vice-President, Academic. Members are appointed for a term of (3-4 years) and include:

- Dean, Academic Quality and Strategic Integration (Chair)
- One Academic Dean
- Three Associate Deans
- Director, Library Learning Commons
- Director, Online and Blended Learning
- Program Manager, Part Time Studies
- Senior Manager, Organizational Development and Learning
- Senior Manager, Learning Systems Services
- One eLearning Coordinator
- One faculty member

**4. MEETINGS AND CONDUCT OF BUSINESS**

- 4.1. The Dean, Academic Quality and Strategic Integration is the Chair and appoints an assistant to support the Steering Committee.
- 4.2. Meetings are held every other month according to a schedule determined by the Chair and approved by the Steering Committee. Subcommittees are formed by the Chair to conduct work on specific projects.
- 4.3. Any member of the Steering Committee may submit items for the agenda.
- 4.4. Agendas and minutes of previous meetings will be distributed to all members approximately one week before the date of each scheduled meeting.
- 4.5. Recommendations are carried by consensus.
- 4.6. Recommendations of the Steering Committee are brought for approval to the Academic Leadership Team with final decisions to be made by the Senior Vice-President, Academic.

-0-0-0-