



Committee of Associate Deans Academic / Associate Deans Students Terms of Reference

Purpose and Mandate:

The Committee was formed in 2015 by the Office of the Provost and VP Academic to serve as a forum for discussion, development and implementation of academic priorities and activities with a focus on teaching and learning. In addition, the committee works to ensure that key institutional strategies and priorities, and the activities that result from them, are appropriately embedded throughout the UBCs programs. (In addition to the UBC Strategic Plan, such priority focus areas include the Indigenous Strategic Plan, the Inclusion Action Plan, and the Climate Action Plan).

These Associate Deans' portfolios oversee Academic matters, such as student evaluation of teaching, learning technology, academic integrity, teaching innovation, and a variety of other subjects. Committee members receive and share information, discuss various topics, and provide advice to each other and to the Provost Office for consideration.

Membership:

The Committee has one or more Associate Deans attending from each Faculty/School on UBC's Vancouver campus. For Faculties that do not have an AD specifically for "academic", the AD(s) whose portfolio oversees the majority of teaching and learning matters in their Dean's Office has been invited to serve. The Committee also includes former members of the Student Evaluation of Teaching Implementation Committee, representatives from the VP Students Office and Vantage College, and student representatives (the VP and AVP Academic from the Alma Mater Society and the VP Academic from the Graduate Student Society). There are currently approximately 30 members.

It is proposed that this committee now be expanded to invite Associate Deans Students, as many of the agenda topics overlap with those portfolios. There is also an intention to create a separate Committee for Associate Deans Faculty, to be chaired by the Vice-Provost and AVP Academic Affairs.

Chair:

Dr. Simon Bates, Associate Provost Teaching and Learning

Meeting Frequency:

During the current COVID-19 crisis, this Committee has been meeting on a weekly basis since March 2020, and will continue to do so until the end of 2020, when meeting frequency will be revisited. Prior to March 2020 the Committee has met monthly for 2 hours, September through May, and this schedule may be resumed in 2021.



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Meeting Attendance:

It is preferred that each Faculty be represented at each meeting, either the ADA or the ADS or both, depending on the relevance of the agenda items. If neither AD can be present at a meeting, they may send a fellow AD or other colleague from either Faculty as a designate.

There may be guests invited to various meetings to speak to the topics at hand, at the Chair's discretion. Additionally, it would be appropriate for quarterly or semi-yearly meetings with representation across strategic priority areas within UBC, e.g. the EDI, climate action or ISP groups, to provide updates and discussion points for progressing.

Agenda:

The agenda is set by the Associate Provost Teaching and Learning, based on matters arising related to teaching and learning at the university, and on suggestions from Committee members.

Relationship to other Committees:

Other Associate Deans groups at UBC, such as the anticipated Committee of ADs Faculty, may be invited to join certain discussions if the topics are of interest and relevance to them or their input is desired. Likewise, the ADA/ADS group may be invited to contribute to the ADF group's discussions or receive information. Such sharing of information across groups may be done via email or by joining portions of each other's meetings, if space permits.

Meeting Notes:

There will not be formal minutes taken, but notes may be taken by a staff member of the Provost Office for the Chair's use and to record any action items, recommendations, or topics for future agenda.