



## MEMORANDUM

**To:** Executive Committee of Faculty Council (September 19, 2014)  
Faculty Council (October 8, 2014)

**From:** Lisa Romkey  
Chair, Teaching Methods & Resources Committee

**Date:** September 5, 2014

**Re:** **Manual of Procedures for the Teaching Methods and Resources Committee**

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## REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members present and voting to carry).

## BACKGROUND

The Manual of Procedures for the Teaching Methods and Resources Committee has not been updated since 1999. Several changes have taken place since then with respect to University and Faculty programs, offices and leadership positions, requiring an update to documentation. With the introduction of a new teaching evaluation framework, there is also a need to clarify the committee's role in the monitoring of the use and administration of the teaching evaluations. Finally, a change to membership has been proposed, with the addition of a member of the teaching faculty of the Engineering Communications Program, who provide a significant contribution to undergraduate education in the Faculty.

## PROCESS AND CONSULTATION

The committee manual was reviewed by the Teaching Methods and Resources Committee in winter 2014, with all members given an opportunity to make suggested changes. Members were also given the opportunity to consult with individuals and groups from their respective offices and departments within the Faculty. The committee voted to approve the changes to the manual in March 2014.

## PROPOSAL/MOTION

THAT the revised Manual of Procedures for the Teaching Methods and Resources Committee be approved, effective immediately.



**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE & ENGINEERING**

**MANUAL OF PROCEDURES**  
**FOR THE**  
**TEACHING METHODS AND RESOURCES COMMITTEE**

Approved by the Council of the Faculty of Applied Science & Engineering: February 1, 1999  
Revision approved: October 8, 2014

## 1. Preamble

Each Committee shall have a clearly established and frequently monitored manual of procedures and terms of reference, wherein all policy decisions can be recorded and which is available for immediate reference, to promote ease and consistency in Committee deliberations. Each Chair must assume executive responsibility for the efficient working of her/his Committee, towards which she/he can expect to have strong administrative support available through the Registrar's Office.

## 2. Membership

Faculty Undergraduate Programs	7
• Chemical Engineering	
• Civil and Mineral Engineering	
• Electrical and Computer Engineering	
• Engineering Science, including UTIAS and IBBME	
• Mechanical and Industrial Engineering	
• Material Science and Engineering	
• Engineering Communications Program	
Undergraduate Students	4
Graduate Students	1
Administrative Staff	1
Alumni	1
Vice-Dean Undergraduate, ex officio	
Dean, ex officio	
Registrar, ex officio	
Chair First-Year, ex officio	

## 3. Term of Office

The Committee shall take office at the close of the regular Spring meeting of Council, and shall remain in office until the adjournment of the following regular Spring meeting. Selections of student representatives shall take place in the Fall.

## 4. Terms of Reference

To serve as an advisory and coordinating body concerned with the promotion of improved teaching methods, the quality of teaching resources, the effectiveness of teaching aids, and the general delivery of the undergraduate academic programs in the Faculty.

To identify and promote advances in methods of evaluating and rewarding teaching effectiveness.

To initiate, support and encourage innovative teaching projects.

## **5. Rules of Procedures**

The Committee shall operate according to the rules of procedure established and from time to time amended by Council as set out in “Procedures for Committees of Council of the Faculty of Applied Science and Engineering.”

## **6. Duties**

### **6.1. Policy Duties**

The Chair or the Vice-Dean Undergraduate shall be the official Faculty representative, where such is requested, on any University or Extra-University Committee, the scope of which falls within the terms of reference.

The Committee shall represent the Faculty in matters concerned with teaching resources at the University level, such as the Centre for Teaching Support and Innovation (CTSI) and the Library.

The Committee shall provide input to the design of course teaching evaluations and monitor their use and administration.

### **6.2. Routine Duties**

Administer all Faculty Teaching Awards.

Prepare nominations for teaching awards administered outside of the Faculty.

### **6.3. Reporting and Coordinating Duties**

Report the decision on Faculty Teaching Awards to Council.

Interact as needed on teaching methods and awards issues with appropriate committees and offices of this and other Faculties and the Governing Council.

Report actions and recommendations of the Committee according to the rules of procedure established and from time to time amended by Council as set out in “Procedures for Committees of Council of the Faculty of Applied Science and Engineering.”

**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE AND ENGINEERING**

**MANUAL OF PROCEDURES**  
**FOR THE**  
**TEACHING METHODS AND RESOURCES COMMITTEE**

| **February 1, 1999 March 28, 2014**

## **Table of Contents**

1. Membership and Term of Office
  - 1.1. Membership
  - 1.2. Term of Office
2. Terms of Reference
3. Rules of Procedure
4. Duties
  - 4.1. Policy Duties
  - 4.2. Routine Awards Duties
  - 4.3. Reporting and Coordinating Duties

The terms of reference for each Committee must be clearly established and kept under continuing surveillance. Each Committee should have a manual of procedures, continuously updated, wherein all policy decisions can be recorded and which is available for immediate reference, to promote ease and consistency in Committee deliberations. Each Chair must assume executive responsibility for the efficient working of her/his Committee, towards which she/he can expect to have strong administrative support available through the Registrar's Office.

## 1. Membership and Term of Office

### 1.1. Membership

Faculty Undergraduate Programs	<u>4-7</u>
• <u>Chemical Engineering</u>	
• <u>Civil and Mineral Engineering</u>	
• <u>Electrical and Computer Engineering</u>	
• <u>Engineering Science, including UTIAS and IBBME</u>	
• <u>Mechanical and Industrial Engineering</u>	
• <u>Material Science and Engineering</u>	
• <u>Engineering Communications Program</u>	
Undergraduate Students	<u>4</u>
Graduate Students	<u>1</u>
Administrative Staff	<u>1</u>
Alumni <del>us</del>	<u>1</u>
Vice Dean <u>Undergraduate</u> , ex officio	
Dean, ex officio	
Registrar, ex officio	
<u>Chair First-Year, ex officio</u>	

### 1.2. Term of Office

The Committee shall take office at the close of the regular May-Spring meeting of Council, and shall remain in office until the adjournment of the following regular May-Spring meeting.

SeElections ~~of~~er student representatives shall take place in the Fall.

## 2. Terms of Reference

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## 3. Rules of Procedures

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## **4. Duties**

### **4.1. Policy Duties**

- The Chair **or the Vice Dean Undergraduate** shall be the official Faculty representative, where such is requested, on any University or Extra-University Committee, the scope of which falls within the terms of reference.
- The Committee shall represent the Faculty in matters concerned with teaching resources at the University level such as the **Information Commons Centre for Teaching Support and Innovation** and the Library.
- The Committee shall **provide input to the** design **of** course teaching evaluations and monitor their use and administration.

### **4.2. Routine Duties**

- The Committee will administer all Faculty Teaching Awards.
- The Committee will prepare nominations for teaching awards administered outside of the Faculty.

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- Report the decision on Faculty Teaching Awards to Council.
- Interact as needed on teaching methods and awards issues with appropriate committees and offices of this and other Faculties and the Governing Council.
- Report actions and recommendations of the Committee according to the rules of procedure established and from time to time amended by Council as set out in "Procedures for Committees of Council of the Faculty of Applied Science and Engineering."