

Learning Management System and University Teaching Ad Hoc Committee

Terms of Reference

Reports to: Senate

Purpose: The Learning Management System and University Teaching *Ad Hoc* Committee (henceforth, the Committee) will examine the recommendation that all courses be required to involve some use of a learning management system, and will make recommendations by the end of April 2020 to the Faculty Senate about what framework would be appropriate for developing feasible and useful policies to be included in such a mandate.

Membership:

Membership is approved by the Faculty Senate and may be reviewed at the request of the Committee.

Membership of the Committee shall be selected from each of the University's Colleges, have particular expertise relevant to the Committee, and shall include representation from:

- A. Distance Learning and Technology Committee.
- B. Faculty with experience in undergraduate education.
- C. Faculty with experience in graduate education.
- D. Faculty who teach in face-to-face contexts, and who use learning management systems for delivery of substantial proportions of student work (e.g. courses where students complete quizzes or homework through a learning management system).
- E. Faculty who do not use any learning management system.

Members of the Committee may meet multiple criteria listed above. The Committee shall have no more than 7 members.

Appointment: The term of service for all appointed members shall be until the Committee delivers a report to the Faculty Senate, and for not longer than one school year (2019-2020).

Chair: The Faculty Senate will appoint the Chair, who will return a proposed membership list to the Faculty Senate via the Senate Officers.

Term: Until the end of the 2019-2020 school year.

Terms of Reference:

Responsibility	Authority
To study the feasibility and utility of a required use of learning management systems for all courses at Andrews University.	To Act
To recommend a framework of principles for specific policy development concerning required use of learning management systems at Andrews University.	To Recommend to Faculty Senate

To propose specific policies for educational technology use.	To refer to the Distance Learning and Technology Committee
To propose specific faculty training needs in order for the framework to be implemented.	To refer to the Distance Learning and Technology Committee and Effective Teaching and Learning Council
To propose any specific changes in learning management system software or hardware.	To refer to the Distance Learning and Technology Committee
To gather input from students (including undergraduate, graduate, transfer, and online students) about use of the learning management system.	To refer to the Distance Learning and Technology Committee

Agenda and Minutes: The agenda and minutes for each meeting of the Committee will be communicated to the Faculty Senate Communications Officer and Executive Secretary no later than one week following each meeting.

Frequency and Venue: An initial meeting will be scheduled within two weeks of the voting of Committee Membership. Further meetings will be scheduled at the call of the chair.