

# Experiential Learning Steering Committee (ELSC)

## Terms of Reference

<b>Committee Sponsor</b>	Vice-Provost Academic
<b>Established</b>	October 23, 2023
<b>Last updated</b>	November 27, 2023
<b>Purpose</b>	Develop a cross-institutional experiential learning framework that streamlines the delivery, coordination and tracking of experiential learning activities.
<b>Membership</b>	<p><b>Vice-Provost Academic (Chair)</b></p> <p><b>One or two academic staff or management representatives from the following units:</b></p> <ul style="list-style-type: none"> <li>● Faculty of Arts</li> <li>● Faculty of Business and Communication Studies</li> <li>● Faculty of Continuing Education and Extension</li> <li>● Faculty of Health, Community and Education</li> <li>● Faculty of Science and Technology</li> <li>● University Library</li> <li>● Students' Division</li> <li>● SAMRU and/or GFC student</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>● Academic Director, Academic Development Centre (Resource)</li> <li>● Consultant, Office of Institutional Research and Planning</li> <li>● Executive Assistant (Recording secretary)</li> <li>● Director, Office of the Provost (Resource)</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>● To provide general oversight of the process to develop a cross-institutional experiential learning framework.</li> <li>● To facilitate stakeholder consultations as part of the experiential learning framework development process.</li> <li>● To provide project updates to the representative unit(s) as determined by the committee.</li> </ul>

	<ul style="list-style-type: none"> <li>● To provide input on the structure and draft of the proposed framework, to be presented to Provost’s Council and Provost and Vice-President, Academic, for final approval.</li> <li>● <i>Implementation of the approved framework is not within the scope of this committee. Any implications to policy resulting from the approved framework will be managed by the appropriate policy owner(s).</i></li> </ul>
<b>Quorum</b>	<ul style="list-style-type: none"> <li>● Simple majority of the members, excluding vacant positions</li> </ul>
<b>Expected Time Commitment</b>	<ul style="list-style-type: none"> <li>● Approximately one meeting monthly (90 minutes)</li> <li>● Consultation facilitation time (TBD)</li> <li>● Ad-hoc meetings may be held on an ad hoc basis, as deemed necessary by the Committee Chair or as requested by any two committee members</li> <li>● Participation in one or more half-day or full-day working sessions (on- or off-campus).</li> <li>● <i>Project duration is expected to be approximately one calendar year.</i></li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>● Budget for meeting expenses and other related activities will be covered by the Office of the Vice-Provost.</li> </ul>