

**Charges September 15, 2022**

EXECUTIVE COMMITTEE CHARGES FOR 2022-2023

Melina Alexander, Chair

Eric Gibbons, Liaison

**Teaching and Learning Committee (TLC)**

***PPM 1-13, Article 5, Section 4.11: Committee on Teaching and Learning***

***The Committee on Teaching and Learning endeavors to enhance the learning environment at Weber State University. When the opportunity and need arise, and as charged by the Executive Committee of the Faculty Senate, the committee studies, evaluates, and makes recommendations on issues affecting the teaching environment at Weber State University. This committee also supports the Teaching and Learning Forum in its mission to provide faculty development opportunities to enhance the teaching and learning environment at the University.***

***This committee shall have one faculty representative from each organizational unit. The Director of the Teaching and Learning Forum shall serve on the committee as an ex officio member.***

1. Assist in the creation of the new Center for Teaching Innovation (CTI). Articulate the specific responsibilities of TLC and CTI in the new organization.
2. Develop a 3-5 year metric for faculty development offerings and experiences.
  - a. Address the implementation of faculty development offerings
  - b. Address new faculty onboarding programs and procedures
  - c. Submit the metric to Provost's Office & other appropriate faculty & administrative organizations.
3. Update [PPM 4-9a](#) and search (and if possible, delete) references on WSU's website/index/administrative pages for inaccurate information regarding what information should be included on syllabi.
  - a. Now that a first version of recommended syllabus language document is available, the next logical step is to discuss whether the syllabus policy (PPM 4-9a) should be revised to make this language a required component of all syllabi. (report)
4. In collaboration with EDI provide guidelines to faculty on how to incorporate diversity, equity and inclusion into their teaching, scholarship and/or service.
  - a. Provide guidelines for faculty to highlight their efforts toward this goal, and the results during faculty evaluation processes.
  - b. Provide guidelines for faculty to conduct pedagogy and curriculum reviews, and engage in deliberate dialogue to successfully identify and approach issues of diversity and inclusion.
  - c. The EDI subcommittee has conducted internal surveys in each college and reviewed EDI practices at other universities. This wealth of information needs to be synthesized and organized into actionable guidelines.(report)

5. Ensure that the language of new or updated documents are inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. As issues are identified, consult with EDI committee for guidance (*Ongoing*).