

McMaster University Teaching and Learning Review 2018
Terms of Reference

Purpose: To review and evaluate supports for teaching and learning at McMaster University, with an emphasis on organizational structure, governance, and the delivery of effective services/programs. To advise on strengths and opportunities the University should consider to ensure the teaching and learning unit meets the needs of the McMaster community and supports the strategic plans of the University.

Scope: The teaching and learning review will include the activities of the MacPherson Institute and various offices and departments that take a leadership/supportive role across the campus, e.g., UTS, Libraries, Faculties, etc. The functions of teaching development, educational technologies, quality assurance processes and the scholarship of teaching and learning will be included. Teaching and learning supports provided to departments, faculty members, teaching assistants, graduate students and post-docs are in scope. The activities of the Program for Faculty Development (PFD) in Health Sciences are not in scope.

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1. **Review the mission and mandate of the MacPherson Institute.** Is MacPherson's mandate aligned with McMaster's teaching and learning priorities in our Strategic Mandate Agreements? Is the mission appropriate to other current institutional priorities? Is the mandate comparable to or distinctive from other centers of teaching and learning, and is that appropriate?
2. **Review the structure, organization, governance and leadership of the MacPherson Institute.** Does the current leadership, structure and operation of MacPherson meet the needs of the McMaster community? Does the structure and operation support an outstanding teaching and learning environment at McMaster?
3. **Review and evaluate the effectiveness of the services, supports and programs offered by the MacPherson Institute.** What are the strengths and the balance between strategic initiatives, services and programs currently offered to support:
 - a) the development of faculty in their capacities as teachers across a variety of contexts, e.g. community engaged, experiential, research embedded, inclusive and other forms of pedagogical innovation,
 - b) the evaluation and improvement of faculty in their capacities as teachers,
 - c) the institutional quality assurance processes and the use of those processes to improve programs and curriculum,
 - d) technology-enhanced teaching and learning, and
 - e) the scholarship of teaching and learningWhat are the opportunities for improvements? Are there mechanisms for reviewing the effectiveness and efficiency of services and programs on a regular basis?
4. **Review the way in which MacPherson partners with Faculties, departments and other service units across McMaster.** How effective are the outreach models employed by the Institute in establishing working relationships with other units? Are partnerships encouraged, appropriate and effective in supporting teaching and learning?

5. **Review the alignment of MacPherson services and programs with other educational services offered across McMaster.** Are there functions currently in MacPherson or in other units (e.g. writing center and other initiatives within Student Services, University Library services including technical classroom support of teaching) that could or should be aligned or coordinated in a more effective manner?
6. **Review and evaluate how McMaster engages, motivates, and supports students in the context of McMaster's teaching and learning enterprise (including post-docs, graduate students, undergraduate and graduate teaching assistants).** Is there a strategy based on best practices? Are the needs of these communities well understood? What are the opportunities for improvements?
7. **Suggest opportunities for future development and enhancement.** What should be prioritized moving forward? What are the best opportunities for enhancement?

Advisory Board: An Advisory Board will be established to assist the Provost, and work with the Project Coordinator. The Advisory Board will provide advice on the terms of reference and scope of the review, the selection of reviewers, the gathering of information for the review team and the review team's report.

Advisory Board Members:

Dr. Susan Searls Giroux, Vice-Provost, Faculty

Dr. Maureen MacDonald, Dean, Faculty of Science

Dr. Michelle MacDonald, Associate Professor, Biochemistry & Biomedical Sciences

Dr. Robert Fleisig, Associate Professor, W. Booth School of Engineering Practice & Technology