



# Learning Spaces Team (LST)

## Terms of Reference

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### Overview and Purpose

The purpose of the Learning Spaces Team is to provide advice, guidance, oversight and recommendations to the university administration regarding the development and management of learning spaces on campus. The team will work towards ensuring that the university has a range of effective and efficient learning spaces that are fit for purpose and meet the needs of students and staff.

The purpose of the University Learning Spaces Committee is to:

- Advise on the development and management of learning spaces on campus.
  - Provide oversight and guidance on classroom cycle upgrades.
  - Ensure that the university has a range of effective and efficient learning spaces that are fit for purpose and meet the needs of students and staff.
  - Identify emerging trends and best practices in learning space design and management.
  - Review and update the university's learning space policies and procedures as needed.
  - Connect with committees and teams across campus that utilize and support learning spaces.
  - Act as the conduit between committees, teams, and units to cross-share data, advice, and recommendations for learning spaces.
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### LST Responsibilities

- Seek feedback, at a minimum of once a year, from the campus community on learning spaces needs.
- Communicate to the academic community annually, and as needed, about learning spaces upgrades, changes, and processes.
- Recommend procedures for gathering and evaluating feedback from faculty, staff, and students related to the design and use of learning space.
- Engage with students and staff to gather feedback on their learning spaces needs.
- Provide feedback on setting the priorities for the design and redesign of physical learning spaces.
- Provide advice on policies and procedures with respect to the development and use of learning spaces and the integration of learning technologies.

- Develop and update the university's learning spaces operating standards, policies, and procedures.
  - Promote awareness of evidence-based practice related to the design and use of learning spaces.
  - Provide advice and recommendations to the university administration on the design and management of learning spaces on campus.
  - Ensure that learning spaces are welcoming and accessible and meet the needs of students and staff.
  - Identify and address any issues or concerns related to the management of learning spaces on campus.
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## **LST Membership**

The LST membership is made up of members from Teaching and Learning (Vice Provost Teaching and Learning, and a representative from the Taylor Institute for Teaching and Learning), Student and Enrolment Services (Registrar's Office), Facilities (Campus Architecture and Planning) and Information Technology (Client Services and Education Technology Solutions).

## **LST Working Groups**

At times *ad hoc* working groups may be established to implement project or task-level work identified by LST. An *ad hoc* working group may include LST members, invited experts, and key stakeholders. Working group membership will be based on an assessment of the project or task identified by LST.

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## **Meetings**

LST will normally meet every two months.

## **Reporting**

The Learning Spaces Team will report to the Provost & Vice-President Academic on a regular basis. Reporting will include recommendations on the development and management of learning spaces, updates on learning spaces projects, updates on the development and implementation of policies and procedures, and any issues or concerns related to centrally scheduled learning spaces.

## **Review**

These terms of reference will be reviewed every two years to ensure that they remain current and effective.