Taskforce on the Fall 2020 Virtual Learning Experience - Terms of Reference

1.   Mandate

The mandate of the Virtual Learning Taskforce is to identify a coherent process for collecting feedback on the remote student experience in academic activities during the Fall 2020 term. The Taskforce is also tasked with collecting feedback from instructors on the remote teaching experience. The taskforce will focus on undergraduate programs across all Faculties as well as course-based and professional graduate programs with course-based content. The Taskforce will provide a summary report of their findings that will be provided to the Provost and VP (Academic) and to the acting Vice Provost (Faculty) in order to inform remote teaching and learning best practices for Winter 2021 term.

2.   Membership

The Virtual Learning Taskforce will be co-chaired by the Deans of Engineering and Social Sciences. The Taskforce is composed of representatives from the University representing a balance of expertise including, but not limited to:

- **Faculties (6-12 representatives)**
  - Degroote School of Business – Aadil Merali Juma and IT representative (TBD)
  - Engineering – Carlos Filipe and Michael Curwin
  - Health Sciences – Stacey Ritz and Sarah Wojkowski
  - Humanities – Catherine Grisé and John Bell
  - Science – Krista Madsen and Greg Atkinson
  - Social Sciences – Jennie Vengris and Nick Marquis
- **University Technology Services (1-4 representatives)** - Gayleen Gray and Paula Brown-Hackett
- **MacPherson Institute (2 representatives)** - Lori Goff and Joanne Kehoe
- **Human Resources (1 representative)** - Wanda McKenna
- **Student Affairs (1-2 representatives) -** Sean van Koughnett and Melissa Pool
- **Research (1 representative)** - Juliet Daniel
- **Graduate Studies (1 representative) -** Doug Welch
- **Acting Vice Provost (Faculty) -** Kim Dej
- **Equity and Inclusion Office (1 representative)** - Arig al Shaibah
- **Experiential and Community Engaged Learning (2 representatives)** – Mandeep Malik and Sheila Sammon
- **Library** – Vivian Lewis
- **McMaster Students Union (2 representatives)** – Giancarlo Da Re and Ryan Tse
- **McMaster Graduate Students Association (1 representative)** – Sydney Valentino
- **Communications** – Monique Beech

Additional representatives from other areas of the University may be asked to join meetings as a resource to the group.

3.   Roles and Responsibilities

The committee is tasked with:
- Determining a system for soliciting feedback from undergraduate and graduate students on their remote learning experiences.
- Collecting and summarizing data from feedback.
Preparing a report to be submitted to the Provost and VP (Academic) and to the acting Vice Provost (Faculty) by December 1, 2020 so that this can be used to inform best practices for the Winter term.

The following are the roles and responsibilities for the Virtual Learning Taskforce:

Virtual Learning Taskforce members will:

- Taskforce members operate effectively by offering suggestions and alternatives to address issues, concerns and problems
- Attempt to anticipate potential problems and offer options for resolving them
- Communicate Taskforce discussions back to members' units
- Review all relevant documents shared and provide feedback, advice and perspectives in a timely manner
- Attend the Taskforce meetings whenever possible and try to send an alternate representative in their place if they are unable to attend
- Review the results of Taskforce discussions to ensure the meetings are accurately recorded in the meeting records

Co-Chairs will:

- Coordinate and facilitate Taskforce meetings
- Assist in the resolution of issues, as required
- Listen carefully to the advice and perspectives of members and where feasible, incorporate advice into the project
- Develop meeting agendas in consultation with the Project Manager
- Keep a record of Taskforce discussions and prepare a summary report for each meeting
- Provide materials for review in advance of Taskforce meetings

Project Manager will:

- Provide information to Taskforce members, such that they can contribute informed advice and recommendations
- Ensure that appropriate representatives (or other resource people) are present at discussions on specific issues or components of the project

Last Updated: November 9, 2020

4.   Meetings and Logistics

Meetings will occur bi-weekly (approximately 90-minute meetings). The meeting schedule is as follows:

- Wednesday October 7, 2020 – 1:00pm – 2:30pm
- Thursday, October 22, 2020 – 3:00pm – 4:30pm
- Tuesday, November 3, 2020 – 3:00pm – 4:30pm
- Thursday, November 19, 2020 – 3:00pm – 4:30pm

<u>The following procedures will be used in convening meetings of the Taskforce:</u>

- The Co-Chairs will develop the Taskforce agendas – in consultation with the Taskforce – and coordinate accompanying materials. The agenda will be distributed to Taskforce members at least 3 days in advance of each meeting.
- Taskforce members will be consulted on agenda items for future meetings at the conclusion of each Taskforce meeting.
- The Project Manager will prepare high-level summaries from Taskforce meetings. Summaries will be prepared within 5 business days of each meeting.

The points of contact for all Virtual Learning Taskforce correspondence will be the Co-Chairs:

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Last Updated: November 9, 2020