

## **Scholarly Activity Steering Committee**

### **Terms of Reference**

**Title:** The Scholarly Activity Steering Committee (SASC)

**Purpose:** The SASC exists to support the development and maintenance of a flourishing scholarly activity and research culture at Langara College.

1. **Membership:**

Membership shall be solicited by the SASC Chair or delegate with an eye to representation across Educational Divisions. The size of the Committee is not limited but it shall include:

- a. The Associate Vice-President Academic, who shall chair the committee;
- b. Two Academic Deans, appointed by the Associate Vice-President Academic;
- c. One representative (that is, a professional librarian) from the Langara College Library;
- d. Chair of the Applied Research Centre;
- e. Coordinator of Social Innovation;
- f. Chair of the Langara Research Ethics Board;
- g. One representative from The College Foundation;
- h. One representative from Communications & Marketing;
- i. Chair of Coop and Career Development;
- j. Chair of Teaching and Curriculum Development Centre;
- k. Faculty members representing not fewer than four distinct instructional/intellectual fields;
- l. One representative from Makerspace.

Membership may be enlarged by agreement of the SASC and the Associate Vice-President Academic. The SASC will have administrative support from the office of the Associate Vice-President Academic.

2. **Participation:**

- a. Meetings will occur as needed, though not less often than once every two months between 1 September and 1 May.
- b. Meetings will be called by the Chair or delegate.

- c. Five members, one of which must be the Chair or delegate, will constitute a quorum.
- d. The committee will attempt to make decisions by consensus.
- e. Internal or external persons may be invited to attend the meetings at the request of the Chair or delegate on behalf of the committee to provide advice and assistance where necessary.
- f. Faculty members shall serve for a period of three years renewable by mutual agreement.

3. Duties:

- a. Gather information pertinent to ongoing research involving Langara personnel or students, and funding opportunities.
- b. Invite each Academic Dean annually to a Committee meeting to present projects and/or anticipated needs with respect to scholarly activity/applied research/innovation in their areas.
- c. Establish mechanisms by which resources and approaches for the enhancement of research can be shared.
- d. Create institutional plans and support mechanisms for the promotion and support of scholarly activity and applied research, including an action plan for the SASC.
- e. Establish and nurture dialogue across Langara on Scholarly Activity.
- f. Liaise with external agencies directly interested in supporting scholarly activity.
- g. Support the maintenance of a Research Ethics Review process.
- h. Oversee the creation and maintenance of other research-related policies as needed.
- i. Advise, and seek direction from, Academic Deans and Vice-Presidents on the planning and development of scholarly activity supports.
- j. Provide oversight of the Research and Scholarly Activity Fund (RSAF).

4. Amendments:

The terms of reference shall be reviewed annually in June by the Provost & Vice-President, Academics & Students, in consultation with the President and the Board of Governors.

The above Terms of Reference for the Langara College SASC have been agreed to:

Provost & VP, Academics & Students