

TERMS OF REFERENCE

ADVISORY GROUP ON INTEGRATING SUSTAINABILITY IN UNDERGRAD PROGRAMS

1. PURPOSE

The Advisory Group on Integrating Sustainability in Undergrad Programs (the “Advisory Group”) will provide advice and guidance to centrally led initiatives supporting integration of sustainability curriculum across various disciplines. They will ensure work is grounded in sound teaching approaches, University of Waterloo faculty expertise, and best practices used on campus and across higher education.

2. MANDATE

Specifically, the Advisory Group will, individually and collectively:

- i. Review materials provided by sustainability curriculum integration initiatives on campus, providing comment and feedback,
- ii. Provide insight from respective constituencies and experiences to better understand opportunities and barriers related to curriculum integration objectives,
- iii. Communicate about sustainability curriculum integration initiatives to their constituencies, to generate support for and interest in these projects,
- iv. Design and promote broader consultation sessions and outreach activities to the University community,
- v. Provide recommendations and suggestions that can be brought forward to various institutional governance bodies to improve sustainability curriculum integration, as appropriate.

For clarity, it is recognized that the Advisory Group is advisory in nature, and it does not have decision-making authority on matters pertaining to curriculum development. All course and program development will continue to be brought forward through all normal curriculum development and approval processes and bodies.

3. MEMBERSHIP

Membership of the Advisory Group should be representative and inclusive of partners on campus while maintaining a reasonable size to support logistical coordination and streamlined discussions:

- i. Director of Sustainability
- ii. Sustainability Curriculum Specialist
- iii. One representative from the Teaching Innovation Incubator
- iv. One representative from Cooperative Education
- v. One representative from the Centre for Teaching Excellence
- vi. One-two representatives from the Sustainable Futures Research Institutes
- vii. One representative from the Office of Indigenous Relations
- viii. Six faculty members, one from each faculty, integrating sustainability into their teaching, typically drawing from teaching fellows, associate chairs/directors, and instructors

- ix. Up to two student representatives; one appointed by WUSA, one drawn from a call for student interest

All members shall serve in an ex-officio or voluntary capacity, except for undergraduate student pulled from a large call for student interest, listed under 3.viii, who shall also be eligible for an honorarium in recognition of their support and time.

Members for 3.vii, and 3.viii shall be decided upon by the AVP Academic, in consultation with the representatives from the Sustainability Office and the Teaching Innovation Incubator, and considering both recommendations from the phase one Working Group for the Integrating Sustainability into Undergraduate Programs TII project (“the project”) and an open call for interest in participation. Efforts will be made within these decisions to balance representation across academic disciplines and to include a diversity of perspectives.

In addition to this membership, meetings may have guests attend as speakers to discuss initiatives they are working on. Meeting guests will be outlined, at minimum, one week in advance in the agenda. Guests have the opportunity to review minutes for meetings they attend, however do not carry a vote.

5. REPORTING AND ACCOUNTABILITY

The Advisory Group will provide an annual update to the President's Advisory Committee on Environmental Sustainability outlining the group's core activities and accomplishments. It will provide updates to the AVP Academic throughout its first year, including any reporting requirements to be completed through the TII as appropriate.

The Advisory Group may also provide informational updates with other groups and committees on campus for feedback, review, and information sharing. This could include, but is not limited to Senate Undergrad, Dean's Council, Council of Academic Leaders, and other bodies as appropriate.

6. DECISION-MAKING

It is understood that the Advisory Group may need to make decisions from time to time, including on both procedural (information sharing, consultations, etc.) as well as substantive matters (managing resources, recommendations, etc.).

Wherever possible, the Advisory Group will attempt to operate on a consensus basis. Where this is not possible, decisions will be made by a vote, with a simple majority to be the basis of decision-making.

7. MEETINGS

The Advisory Group will meet as needed, up to once a term, beginning in Spring 2024 and continuing to Winter 2025. After that point, continuation of the Advisory Group will be assessed, as the timeline for the project will be complete and it is expected to move beyond the support of the TII. Specific dates will be scheduled in anticipation of each new term, as the workplan is finalized.

Members of the Advisory Group should expect approximately 1-2 hours per meeting, plus 1-2 hours for review of any pre-circulated materials, research, reports, etc.

Quorum for meetings shall be at least 50%+1 of Advisory Group membership.

Agenda packages for meetings will be distributed 5 business days in advance, and meeting minutes posted no later than 10 business days after the meeting.