

Irving K. Barber Advisory Committee

Terms of Reference (DRAFT)

Purpose of the Committee

In order to create a wider forum for discussion and consideration of the role and activities of the Learning Centre UBC Library committed to the establishment of a Learning Centre Advisory Committee. The Advisory Committee's membership includes UBC and community stakeholders to ensure that program advice represents a broad range of interests and perspectives with respect to the IKBLC's expansive mission, with primary focus on the external community-oriented services.

In terms of UBC involvement, the Learning Centre wishes to engage UBC stakeholders whose positions and experiences will provide a nuanced and experienced view of UBC, its priorities, strengths, opportunities, and challenges. The UBC membership should also reflect UBC and IKBLC's strong commitment to student-centred learning and engagement. The external community members should provide Learning Centre staff with insight into issues of importance to BC communities and be able to speak on behalf of their areas of interest, communities, and regions in a generalised manner. Also, such committee members should be able to provide staff with advice on community engagement strategies or approaches.

It is understood that such an Advisory Committee would not be able to represent all interests at UBC or in BC and that ad hoc advisory committees and further local consultation will be required to inform specific programs or projects.

Committee Responsibilities

IKBLC Advisory Committee

In general terms, Advisory Committee members should be prepared to share their expertise and judgment to advise the IKBLC Director on issues presented.

For UBC-based committee members, specific contributions include:

- sharing knowledge about UBC activities and priorities;
- highlighting issues of concerns expressed by groups represented;
- identifying opportunities for prioritization and collaboration;
- providing advice on engagement processes;
- facilitating and/or supporting UBC connections and partnerships; and
- advocating for the Learning Centre within UBC and beyond.

Community-based committee members will bring first-hand knowledge of the priorities and aspirations of BC communities, agencies, or residents. Specific contributions include:

- sharing knowledge about community or community-of-interest activities and priorities;
- highlighting issues of concerns expressed by communities and services represented;
- identifying opportunities for prioritization and collaboration;
- providing advice on community engagement processes and activities;
- facilitating and/or supporting community connections and partnerships; and
- promoting the Learning Centre in their communities.

While the Committee is not a Steering Committee, IKBLC staff would ask the Committee to engage in a wide range of discussions and make informed recommendations as to Learning Centre service priorities and development.

Staff Responsibilities

Staff's commitment to the Advisory Committee is to ensure that:

- All members' diverse experiences and perspectives are treated respectfully and acknowledged to be of importance;
- Advisory Committee members' time is respected and only issues of strategic significance are brought to their attention for comment;

- Learning Centre staff treat priorities identified or recommendations made by the Committee as high priority mandates and/or treat the investigation or further study of issues identified as priority activities.

Membership

The committee consists of 25 members and has the following composition:

Members by representation:

- Associate Dean, Curriculum and Learning, Faculty of Science
- Associate Dean Students, Faculty of Arts
- Director, Office of Learning Technology
- Director, Student Development
- Representative, Sauder School of Business
- Executive Director, Alumni Association
- Director, Continuing Studies
- VP, External, Legal, and Community Relations
- Director, First Nations House of Learning
- Dean, Arts & Sciences, Barber School, UBCO
- Associate University Librarian, Planning and Community Relations
- UBCV Undergraduate student
- UBCO Undergraduate Student
- UBCV Graduate Student
- City Librarian, Vancouver Public Library, and co-Chair, Learning City
- Representative, Social Planning and Research Council of BC (SPARC BC) (2 year term per individual)
- Public Library Director (non-urban) (2 year term per individual)
- Public Library Trustee (non-urban) (2 year term per individual)
- Economic Development Officer (2 year term per individual)
- Regional Planner (2 year term per individual)
- Secondary School Administrator (2 year term per individual)
- Regional College Administrator (2 year term per individual)
- Post Secondary Institution Librarian (2 year term per individual)
- Community member (First Nations interest) (2 year term per individual)
- Community member (Diversity interest) (2 year term per individual)

Ex officio member is the University Librarian and Mr. Irving K. Barber.

Committee Meetings

Given the range of services and activities of the Learning Centre and staff's desire to use the Advisory Committee meetings as opportunities to actively and meaningfully engage members in discussions about Learning Centre priorities, approaches, and services, approximately two meetings per year of approximately 2-4 hours will be called. An occasional special meeting may be called to support long-term planning.

In addition, staff anticipate calling on Advisory Committee members to engage in technology-enabled remote discussions on issues or opportunities that arise between meetings. Various IP-based technology will be utilised to support this interaction, including discussion boards, wikis, and blogs.

Honorariums

UBC Faculty and staff representatives are asked to participate as part of their professional and job-related responsibilities. Student and community representatives will be offered an annual honorarium, as well as will receive compensation for any travel and communication expenses related to meeting attendance.