LCC Program Development Sub-Committee: Terms of Reference

Background

The Program Development Sub-Committee is a learning opportunity for employees who wish to gain experience planning the 2021 Learning Connections Conference (LCC). For the first time the 2021 LCC will be organized and delivered as a virtual conference. This committee will help shape the conference programming by reviewing workshop proposals and engaging with the college community to ensure an appropriate mix of program offerings.

Purpose

The mandate of the committee is:

1. Review workshop proposals and provide feedback to facilitators.
2. The committee may also identify topics, speakers, and session descriptions that complement the submitted proposals that further enhance the LCC theme.
3. Create a draft schedule of diverse workshops that align with the conference streams and theme.
4. Support the LCC Planning Committee by assisting with a variety of tasks during the conference.

Deliverables

The committee is responsible for the following.

1. Designing a collaborative evaluation rubric that will be used to assess incoming proposals.
2. Reviewing and selecting sessions from submitted proposals.
3. Contacting individuals who submitted proposals and relay the committee's decision.
4. Providing ongoing feedback to titles, session descriptions, and logistical requirements for selected proposals.
5. Scheduling sessions (date, time, location) across the event to ensure flexible learning opportunities.
6. Gathering presenter/facilitator photos and bios.
7. Submitting the final schedule and presenter/facilitator info to the LCC Planning Committee.
8. Identifying, assigning, and supporting Session Ambassadors (if needed).

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Time Commitment and Timeline

The work of the committee will be primarily be conducted over a series of virtual meetings during the "Call for Proposals". This period will typically take place in March to May but might also require additional meetings in subsequent months for late submissions.

The committee may also be asked to contribute to other initiatives relating the LCC closer to the event (e.g., acting as an Ambassador for presenters/facilitators).

Membership

The committee will strive to represent the diverse needs of the college by seeking representation from different groups. This final committee composition may vary from year to year but will ideally be composed of the following members:

- **Co-Chair**: SCTL representative
- **Co-Chair**: HROD representative
- Three (3) Support Staff
- Three (3) Faculty Members
- One (1) Administrator
- Representation from multiple departments and campus/work locations.

Reporting Structure

The committee will also provide regular updates to the **LCC Planning Committee** which works collaboratively with internal departments and external representatives to ensure the conference meets the needs of the learning community. This committee includes the Associate Director of Organizational Development (HROD), Associate Dean for the School of Contemporary Teaching & Learning (SCTL), and the Academic & Administrative Support Officer (SCTL).

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