



**THOMPSON
RIVERS
UNIVERSITY**

Centre for
Excellence in
Learning & Teaching

TRU Policies and Procedures

THOMPSON RIVERS UNIVERSITY | August 2020



TERRITORIAL ACKNOWLEDGEMENT

TRU's Kamloops campus is situated on the traditional lands of the Tk'emlúps te Secwépemc within Secwépemc'ulucw, the traditional territory of the Secwépemc people.



TERRITORIAL ACKNOWLEDGEMENT

TRU's Williams Lake campus is situated on the traditional lands of the T'exelc (Williams Lake Indian Band) within the traditional territory of the Northern Shuswap people.



your TRU

TRU Mission

Governance

Priorities

Policies

Software

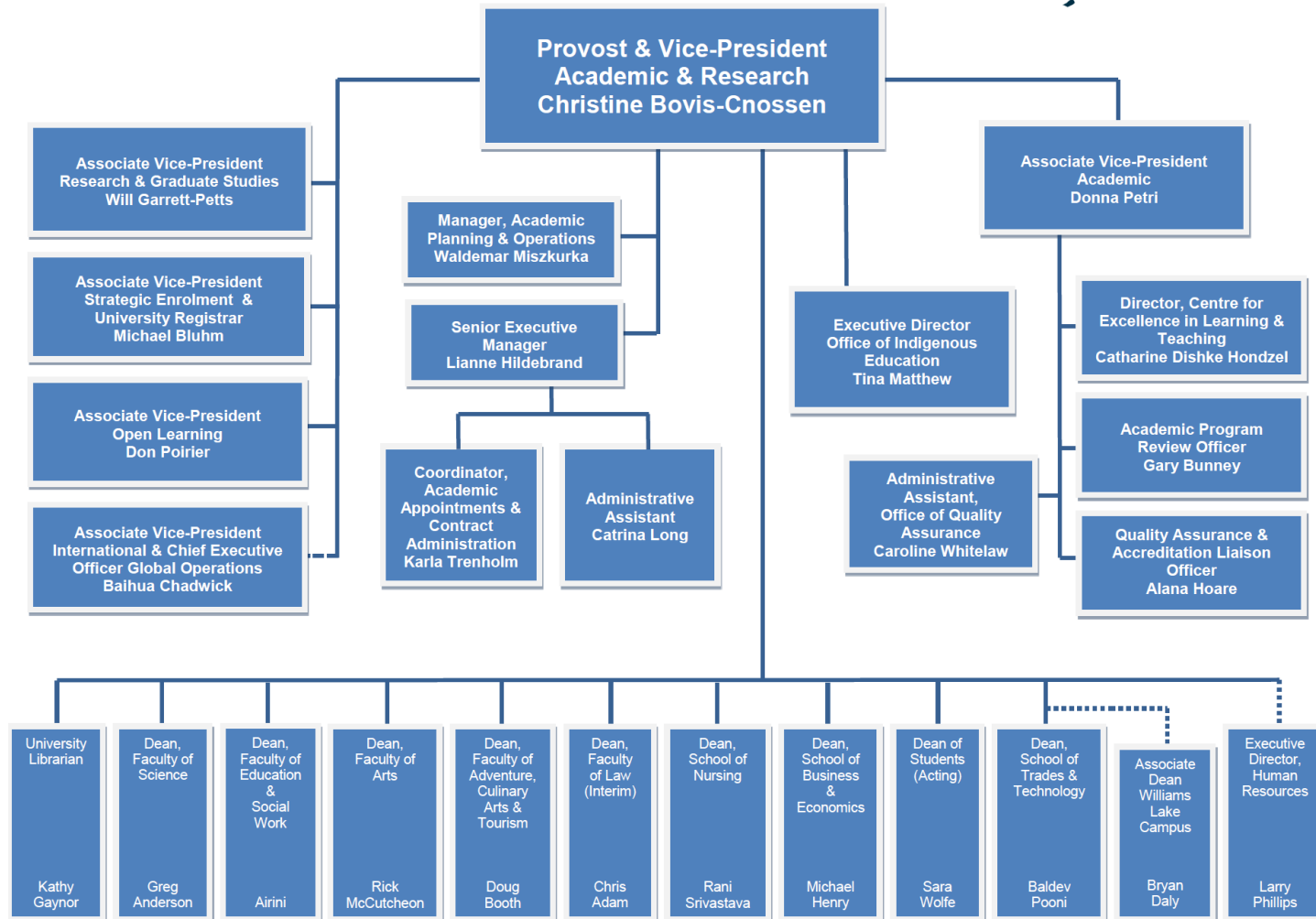
Glossary



MISSION STATEMENT

TRU is a comprehensive, learner-centred, environmentally responsible institution that serves its regional, national, and international learners and their communities through high quality and flexible education, training, research and scholarship.

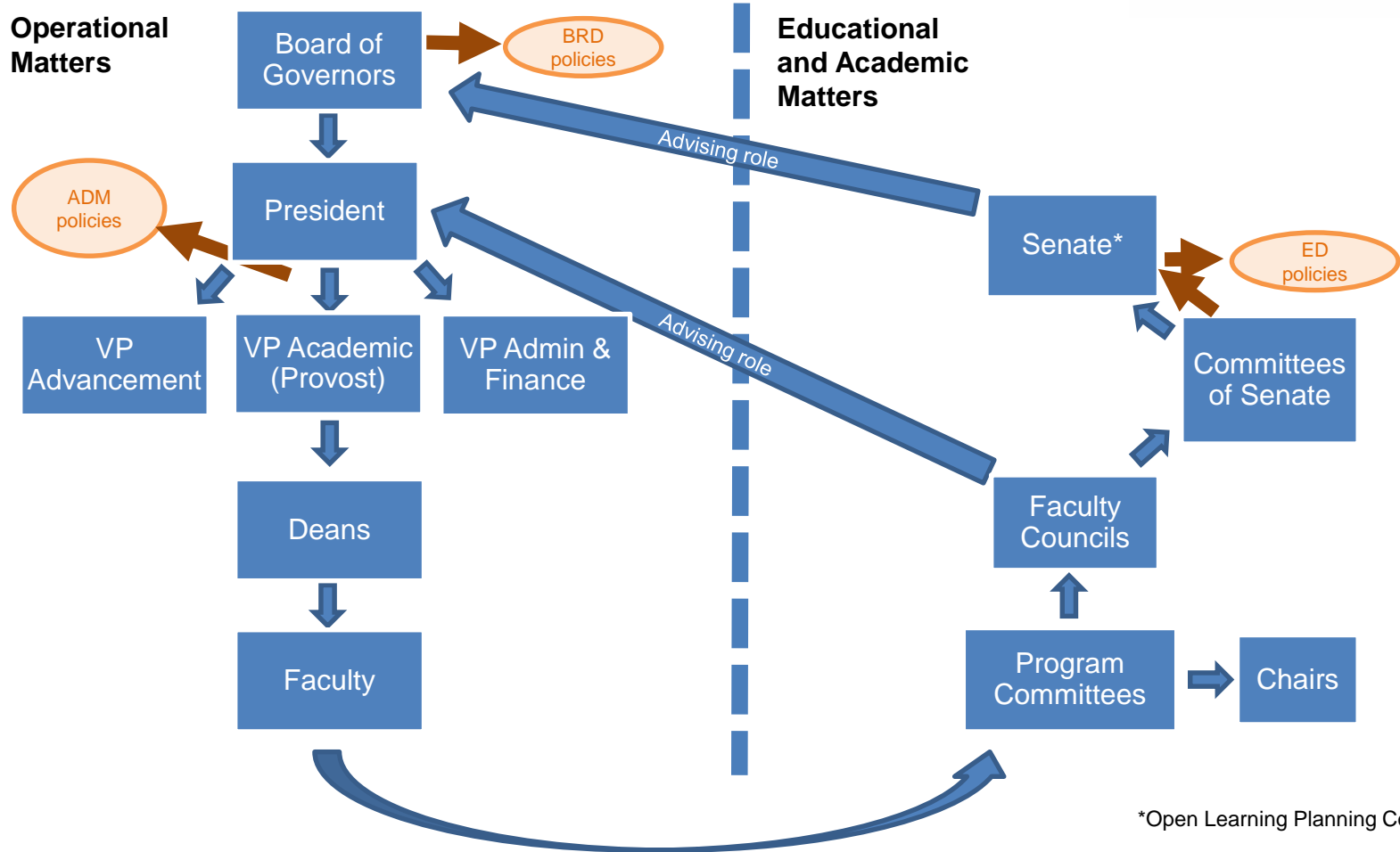
TRU Organizational Chart



TRU Governance Chart - simplified

Operational Matters

Educational and Academic Matters



consolidated and simplified for instructional purposes only

*Open Learning Planning Council for OL

5 PRIORITIES FOR 5 YEARS



THOMPSON
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Redefining the Modern University | 5 Priorities for 5 Years

STRATEGIC PRIORITIES

2014–2019

Increasing

STUDENT SUCCESS

Increasing

INTERCULTURAL UNDERSTANDING

Increasing

RESEARCH CAPACITY

Increasing

ENTREPRENEURIAL CAPACITY

Increasing

SUSTAINABILITY




General Education Themes and Institutional Learning Outcomes (ILOs)


		A TRU graduate should be able to...
Connection	Teamwork	<p>... demonstrate the necessary skills of effective leadership and teamwork.</p> <p><i>TRU graduates act with integrity, they seek opportunities to work cooperatively in meaningful ways across all areas of their personal and professional lives. Through collaboration, graduates support thoughtful dialogue and connections with others. They nurture safe environments where people can take risks and challenge assumptions.</i></p>
	Communication	<p>... demonstrate effective communication skills appropriate to a range of audiences and contexts.</p> <p><i>TRU graduates use the art of wordsmithing to succinctly communicate ideas. They aptly use an arsenal of communication methods including oral, written, graphic, visual, digital, artistic, and numerical. They rely on evidence and scholarly research to support a claim. By paying careful attention to their audience, they tailor their communications in a meaningful manner. Graduates listen, seek clarification, and work to understand and respect other viewpoints and contrasting opinions.</i></p>
Engagement	Lifelong Learning	<p>... reflect on and set goals for learning beyond their university experience.</p> <p><i>TRU graduates understand the limits of their knowledge and value opportunities to learn more. With active intent, they engage with their communities personally, and professionally. They work independently and productively, identifying opportunities to further their careers, and establishing action plans to meet their goals. Not easily discouraged by setbacks, they reflect and apply learned strategies, to adapt to changes in society.</i></p>
	Citizenship	<p>... critically evaluate and apply socially responsible, sustainable and ethical behaviours.</p> <p><i>TRU graduates' strive to live within the means of the planet. They apply ethical principles to decision-making by considering the social, economic, and ecological side effects of everyday actions. Their entrepreneurial spirit motivates them to tackle modern issues for the benefit of future generations. Graduates practice compassion and value human rights, reinforcing fairness, equity, and equality in their daily lives.</i></p>
Exploration	Knowledge	<p>... acquire, connect and apply a depth and breadth of knowledge.</p> <p><i>TRU graduates seek out new avenues and possibilities to ponder, research, and create. Within interdisciplinary and discipline-specific frameworks, they use evidence to make informed decisions. Graduates apply skills gained beyond their university experience to innovate solutions. They use their depth and breadth of knowledge to bridge domains and, in sharing their discoveries with others, they inspire positive change.</i></p>
	Critical Thinking & Investigation	<p>... construct meaning from information by applying creative and critical thinking through research.</p> <p><i>Through design, imagination, and creativity, graduates discover knowledge and produce new knowledge. They use sound research methodologies to navigate obstacles and solve problems. Using reliable assessment methods and analyzing relevant data, they reach meaningful conclusions. They have the tools to evaluate arguments and charged rhetoric, and to envision scenarios that divert from the familiar.</i></p>
Local to Global	Indigenous Knowledges & Ways	<p>... recognize and respect the value of Indigenous knowledges and ways.</p> <p><i>They affirm the value of Indigenous teaching, learning, research, and creative practices. They offer a positive contribution to a modern, globalized society.</i></p>
	Intercultural Awareness	<p>... recognize and respect the value of diverse worldviews.</p> <p><i>TRU graduates exhibit attributes of citizenship and democracy. They embrace diverse perspectives and appreciate those who bring varied viewpoints, skills, knowledge and tools to problem solving.</i></p>



Policies and Procedures

Where do I look when I need to know . . . ?

 THOMPSON RIVERS UNIVERSITY Centre for Excellence in Learning & Teaching		2020 Faculty Orientation	
Policies and Procedures Scavenger Hunt			
Question #	Topic	I need to know . . .	Policy #
1	Course Outlines	What kinds of information do I need on my course outline?	
2	Office Hours	How many office hours do I need to host every week?	
3	Student Attendance	Are students expected to attend the first week of classes?	
4	Academic Accommodations for Students with Disabilities	How do I best assist a student with a mobility, sensory, or learning impairment?	
5	Cancellation of Classes	What do I do if I am too sick to come to work?	

 THOMPSON RIVERS UNIVERSITY Centre for Excellence in Learning & Teaching		2020 Faculty Orientation	
Policies and Procedures Scavenger Hunt			
Question #	Topic	I need to know . . .	Policy #
6	Exams	What is the maximum percentage for a test given in the final week of classes?	
7	Grading Systems	What is the percentage range for an undergraduate student earning a B- letter grade?	
8	Student Academic Integrity	What are the four categories for academic dishonesty?	
9	Withdrawal Dates	When is the withdrawal date in each semester? How much of the course evaluation should be completed by this time?	
10	Record Retention	How long do I need to keep final exams and other student assignments?	



2020 Faculty Orientation

Policies and Procedures Scavenger Hunt

Question #	Topic	I need to know . . .	Policy #
1	Course Outlines	What kinds of information do I need on my course outline?	ED 8-3
2	Office Hours	How many office hours do I need to host every week?	ADM 14-1
3	Student Attendance	Are students expected to attend the first week of classes?	ED 3-1
4	Academic Accommodations for Students with Disabilities	How do I best assist a student with a mobility, sensory, or learning impairment?	BRD 10-0
5	Cancellation of Classes	What do I do if I am too sick to come to work?	BRD 14-0



2020 Faculty Orientation

Policies and Procedures Scavenger Hunt

Question #	Topic	I need to know . . .	Policy #
6	Exams	What is the maximum percentage for a test given in the final week of classes?	ED 3-9
7	Grading Systems	What is the percentage range for an undergraduate student earning a B- letter grade?	ED 3-5
8	Student Academic Integrity	What are the four categories for academic dishonesty?	ED 5-0
9	Withdrawal Dates	When is the withdrawal date in each semester? How much of the course evaluation should be completed by this time?	ED 3-0
10	Record Retention	How long do I need to keep final exams and other student assignments?	ADM 2-3

Software you NEED to know



System	What it is	Why you need to know it
Outlook	Email and calendar	Email is an important communication tool at TRU
OneTRU	Our intranet, intended to support collaboration and sharing of information throughout TRU	It's the go-to place to look for the rest of the systems
Moodle	Learning Management System (LMS) and on-line teaching platform	Faculty are using this LMS for their course delivery during CoVID-19
TRU Employee	Access to Banner	Access to class lists, FINAL Grades, and all of your employee information
MS Teams	A meeting platform	Commonly used at TRU for committee meetings and collaboration
O: Drive	TRU's in-house document storage (accessible with VPN connection)	Some departments use this to share documents

Administrative Titles/Roles

AVP – Associate Vice President

Provost – the Vice President Academic that oversees all academic matters

Registrar – the AVP that oversees all matters regarding student registration, schedule, and records

OLFM – Open Learning Faculty Member

Chair – elected by each department or school

Software

TRU administrative software:

Banner – everything related to students/courses/schedule/marks

OneTru – internal website that includes...

Sharepoint – a safe place to store all your TRU documents

TRU Employee – Banner page for all of your individual information AND for entering final marks

Educational Software:

Moodle – a learning management system.

Big Blue Button – an open-source web conferencing tool available in Moodle

H5P – an student engagement tool in Moodle

Kaltura – a video resource in Moodle

Wordpress – an open-source content management system

TRU Departments

MARCOM – Marketing and Communications

IPE – Institutional Planning and Effectiveness (administers course evaluations)

CELT – Centre for Excellence in Learning & Teaching

Other terms

APAR – Annual Professional Activity Report (see the Collective Agreement)

PRC – Performance Review Committee (see the Collective Agreement)

Faculties/Schools

Faculty of Adventure, Culinary Arts, & Tourism

Faculty of Arts

SOBE – School of Business & Economics

EDSW – Faculty of Education and Social Work

Faculty of Law

School of Nursing

Faculty of Science

Faculty of Student Development (“Student Services”)

School of Trades & Technology

Committees of Senate

EPC – Educational Programs Committee

APPC – Academic Planning & Priorities Committee

BCOS – Budget Committee of Senate

Associations

Labour Unions:

TRUFA – TRU Faculty Association

TRUOLFA – TRU Open Learning Faculty Association

CUPE – Canadian Union of Public Employees

Other Associations:

TRUSU – TRU Students’ Union

TRU FACULTY ORIENTATION

GLOSSARY

2020