

# BCGEU Service Enhancement Fund

## Terms of Reference

### SCOPE

This Terms of Reference pertains only to the BCGEU Service Enhancement Fund as outlined in the 2019-22 Letter of Understanding #1 between Selkirk College and the British Columbia Government and Service Employees' Union (BCGEU).

### PURPOSE

The Parties agree to create a Service Enhancement Fund ("the Fund") to encourage and support innovation in instruction that will tangibly improve services to students at Selkirk College.

All BCGEU members are eligible to apply for funding under the Funds Terms of Reference.

Further, the Parties agree the Fund will be accessed by individual and/or groups of members who have an interest in pursuing innovative methods of instruction to improve the learning outcomes for students.

For the purposes of the Fund, 'innovation and service improvement' shall mean a member initiated project providing something new or different in the method, delivery or content of instruction intended to improve the student experience, learning outcomes, accessibility and/or sustainability of programming.

The Parties agree that the Fund should strengthen the College's focus on students by providing increasingly relevant, accessible and inspiring learning environments that combine teaching excellence, and high quality courses and programs.

### FUNDS

The Fund will consist of funds as follows:

- Year 1: \$18,750
- Year 2: \$37,950
- \*Year 3: \$57,600

\* The Fund is expected to accrue annual contributions at this level thereafter.

The fund will be administered on an ongoing basis, and it is the intent of the parties to fully utilize the available funds.

Funds not allocated within a fiscal year will be carried over for one year only. The intent of the parties is to carry over the funds from year 1 (\$18 750) to year 2 for the purpose of focusing the Committee in establishing the administration of the Fund and raising awareness within the BCGEU faculty.

### FUND EXPENSES

The following are generally considered acceptable uses of the Fund resources:

- Release time for the development of new curriculum, methods of instruction, collaboration, and other appropriate uses.
- Travel Expenses required for research and development of topics related to an application
- Access to technological expenses to complete learning objects, such as podcasts and other media
- Development Assistance e.g. access to software and hardware expertise, honoraria or professional services in support of member's application or proposal

- Purchase of technology (hardware, software) required for implementation as per College policy
- Materials and Supplies directly related to the initiative and not otherwise customarily provided to the employee in the performance of their duties

It is understood that any materials, technology, hardware, or software acquired or created as part of an approved Fund initiative will remain the exclusive property of the College.

The examples provided above are for illustrative purposes only and do not constitute an exhaustive or exclusive list. Additional expenses may be approved by the Committee where the applicant demonstrates that such expenses are reasonable and necessary for the fulfillment of the application.

## THE COMMITTEE & PROCESS

The Service Enhancement Fund Committee (the "Committee") will be comprised of 3 member representatives chosen by the BCGEU Bargaining Committee, and 3 representatives appointed by the College.

The Committee will meet at set intervals, as determined by the Committee. Additional meetings may be scheduled by the Vice President Education in order to consider applications of a time sensitive or exceptional nature.

The Committee will recommend which proposals are to be funded and to what level based on the individual merits of each application and the Criteria outlined below. Such recommendations shall require majority support of the Committee.

Individual applications will normally be funded to a maximum of \$10,000. However, where in the view of the Committee, funds in excess of this amount are warranted, the Committee may recommend exceeding this maximum.

Applications are to include the completed Service Enhancement Fund Application Form and any related supporting documentation required by the Committee to thoroughly assess the merits of the application.

In providing support for an application, the Committee will consider its impact on the delivery of services to students.

The Committee will have a designated administrator.

## CRITERIA & PRIORITIES

The Committee will recommend applications for Fund monies based on the following criteria:

- **Benefits to Students:** the degree to which the proposed initiative supports teaching excellence
- **Community Need:** the degree to which the proposed initiative overcomes existing obstacles to enhance accessibility, build rural capacity and better meet community needs
- **Anticipated Outcomes:** the degree to which the proposed initiative is learner focused and positively impacts the student experience, including successful career outcomes

For illustrative purposes, examples of the possible Fund initiatives are presented below:

- Development of online theory, with face-to-face lab, practicum or shop components to improve accessibility and flexibility for students
- Projects using technology to address limitations to access in remote and rural communities
- Projects that design and deliver new work integrated learning activities
- Projects that address accessibility issues by increasing access to online learning, education technology and service delivery

- Training in the use of educational technology in the classroom to enhance instruction and learning in response to changing learner needs
- Development of podcasts for instruction to improve and reinforce student understanding
- Development projects that facilitate innovation in the classroom, and industry participation
- Support for design of work integrated learning experiences, engaging with industry for onsite student learning

The Vice President of Education will make the final decision on all applications recommended by the committee. Prior to rejection of any application, the Vice President will refer the application back to the committee to address concerns of the Vice President.