General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting #28, January 21, 2016, 2:00-4:00 p.m.   A167

Voting Members   *Non- Voting Members*
Lynn Taylor, Co-Chair   Susan Barker
Ebba Kurz, Academic Co-Chair   Jerome Beaudoin
Jessica Ayala   Nancy Chick
Isabelle Barrette-Ng   Kent Donlevy – arrived during item 4
Tina Gabriele   David Hansen
Stephan Guscott   Tom Hickerson
Laura Koltutsky   Natasha Kenny
Blake Lewis   Charlene Magnes
Scott Radford   D'Arcy Norman
Emma Read
Jackie Sieppert

Regrets
Andrew Estefan
Mike Foley
Mark Konnert
Jennifer Lock
Vera Parlac
Alice Woolley

Secretary   *Scribe*
Susan Belcher   Elizabeth Sjogren/Cherie Tutt

The Co-Chair called the meeting to order at 2:04 p.m. and confirmed quorum. The Co-Chair welcomed Jerome Beaudoin, Chief Information Officer, to his first meeting of the Teaching and Learning Committee (TLC).

1.   **Approval of the Agenda**

Moved/Seconded
That the Agenda for the January 21, 2016 Teaching and Learning Committee meeting be approved.
Carried

2.   **Remarks of the Co-Chair and Academic Co-Chair**

The Co-Chair included the following in her remarks:

- The TLC's Learning Materials Costs to Students memo was sent to all instructors on behalf of the TLC, and some feedback has been received. This feedback will be considered, and may lead to revisions to the memo before it is next sent out. The Co-Chair will meet with Brent Beatty, Manager of the University Bookstore, regarding how the Bookstore manages, and communicates about, learning resources.

- An informal open educational resources working group has been established, and has been tasked with considering better resources for instructors and ways of communicating relating to the sharing of open educational resources

The Academic Co-Chair had no remarks.

3.   Approval of the November 26, 2015 Meeting Minutes

Documentation for this item was circulated with the Agenda. One minor correction was requested.

> **Moved/Seconded**
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> That the Minutes of the Teaching and Learning Committee Meeting held on November 26, 2015 be approved, with the requested amendment.
>
> **Carried**

4.   Consultation on Formative Assessment of Teaching

Documentation for this item was circulated with the Agenda. Lynn Taylor, Vice-Provost (Teaching and Learning), presented this item.

Highlights:

- The proponent reported that formative assessment provides informal feedback to instructors from students and/or colleagues for the purpose of improving student learning. It allows instructors to reflect, and to develop strategies to respond to instructional challenges during a term.

- Currently, there are a number of ways that instructors conduct formative assessments across the Faculties. As a response to the goals set out in the Integrated Framework for Teaching and Learning, an institutional, comprehensive approach to formative assessment is being developed, including the preparation of a guide for instructors.

- The TLC reviewed several different methods for conducting formative assessment for large and small classes, including the utilization of both TopHat and the survey tool in D2L for collecting data

- The importance of sharing the results of a formative assessment, in order to improve the relationship and dialogue between instructors and students, was discussed

- The TLC offered the following feedback:

  o That a repository be created on the Taylor Institute (TI) website to provide examples of formative assessment and ready-made materials

  o That the TI facilitate formative assessment workshops for instructors, to create a forum for discussion

  o That a resource person with skills in formative assessment be identified in each unit, and that these individuals form a community

       o   That the explanation of formative assessment in the guide be re-framed to make it more accessible to instructors. An infographic could be used as a front cover to help set the guide's context.

       o   It should be emphasized that all formative assessment feedback is for the instructor's use only, and is to help them develop as a teacher. The results of a formative assessment will not become part of their personnel file.

- It was reported that consultation on the guide will continue over the next few months and the revised document will return to the TLC for further discussion.

### 5.	Consultation on Assessment of Institutional Climate for Teaching and Learning

Secretary's Note: Item withdrawn.

In order to allow for a more fulsome discussion, the Chair reported that this item will be moved to the next TLC meeting Agenda.

### 6.	Update on Strategic Framework for Learning Technologies

Documentation for this item was circulated with the Agenda. D'Arcy Norman, Manager of the Technology Integration Group, Taylor Institute for Teaching and Learning, presented this item.

Highlights:

- The proponent provided an overview of the progress toward meeting the recommendations identified in the Strategic Framework for Learning Technologies

- It was reported that 18 coaches have been hired for the Learning Technologies Coaches Program, and these coaches have been working in the Faculties to support the use of a number of different technologies. The coaches meet regularly to share best practices.

- The Learning Technologies Coaches Program evaluation plan was reviewed

- The TI is working with Information Technologies (IT) to identify a video hosting platform, and the TI and IT are currently discussing the timeline, funding and access for this

- The main floor of the TI will be available as a research environment for teaching and learning, and there will be an application process for individuals seeking to use the space

- The TLC discussed the challenges associated with redesigning space for active learning while maintaining capacity, and how technology can help to combat this issue

- The Educational Development Unit's facilities and services available for use by instructors were reviewed, including the Faculty Design Studio and the Technology Lending Library. A list of the technologies available will be circulated to the Committee.

### 7.	Activities of the University Chair in Teaching and Learning

Nancy Chick, University Chair in Teaching and Learning and the Academic Director of the Taylor Institute for Teaching and Learning, presented this item.

Highlights:

- An e-mail will be forwarded to the Committee with a request for names of faculty willing to participate in the University of Calgary Teaching and Learning Grants Program adjudication committees

- The programming for the semester relating to the scholarship of teaching and learning was reviewed

- It was announced that Caitlin McClurg has been hired as the Teaching and Learning librarian. She will be available to assist faculty with teaching and learning projects, and will be developing a number of different workshops.

8.   Students' Union Report

Stephan Guscott, Students' Union (SU) Vice-President (Academic), presented this item.

Highlights:

- The nomination period for the SU Teaching Excellence Awards is now open

- The SU elections will take place from March 1-3, 2016

- A new training program to teach students how to effectively lobby government and individuals in positions of power was piloted at the beginning of January. The program was well received, with over 35 students in attendance.

9.   Graduate Students' Association Report

Blake Lewis, Graduate Students' Association (GSA) Vice-President (Academic), presented this item.

Highlights:

- Nominations for the GSA Teaching, Supervisory, Mentorship and Graduate Assistant Excellence Awards are now open. The category of graduate assistant has been introduced this year to recognize the contribution of these individuals.

- The GSA elections are upcoming, and the new Executive will be taking office May 1, 2016

10.   Educational Development Unit Report

Natasha Kenny, Director of the Educational Development Unit (EDU), presented this item.

Highlights:

- The nomination deadline for the University of Calgary Teaching Awards is January 26, 2016

- Twenty submissions were received for the University of Calgary Teaching Scholars Program, and it is hoped that the decisions will be made by early next week

- The annual University of Calgary Conference on Postsecondary Learning and Teaching will take place on May 10 and 11, 2016, and the theme will be Exploring Creativity. The deadline to submit proposals is February, 16, 2016.

11.   Other Business

There was no other business.

12.   Adjournment

Moved/Seconded
That the Teaching and Learning Committee adjourn the January 21, 2016 meeting.
Carried

The meeting was adjourned at 3:37 p.m.