

General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 32
September 22, 2016, 2:00 – 4:00 p.m.

A167

Voting Members

Lynn Taylor, Co-Chair
Ebba Kurz, Academic Co-Chair – arrived after Item 2
Isabelle Barrette-Ng
Tina Gabriele
Jennifer Lock
Ken MacMillan
Caitlin McClurg
Nickie Nikolaou – left after Item 10
Vera Parlac

Non-Voting Members

Nancy Chick
Kent Donlevy
David Hansen
Natasha Kenny
Charlene Magnes
D’Arcy Norman

Regrets

Abubaker Abedlhafiz
Jessica Ayala
Susan Barker
Jerome Beaudoin
Andrew Estefan
Mike Foley
Thomas Hickerson
Ian Holloway
Alicia Lunz
Scott Radford
Emma Read

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

In the absence of quorum, the Committee began the meeting with the Chair’s remarks and the four information items. The Co-Chair called the meeting to order at 2:24 p.m. once quorum was achieved.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the September 22, 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 Co-Chair welcomed the new Teaching and Learning Committee (TLC) members to their first meeting, and acknowledged all members of the Committee for their service
- The Co-Chair reviewed the authority and responsibilities of the TLC as set out in its Terms of Reference, and emphasised that the Committee makes recommendations and provides advice to General Faculties Council. The Committee also provides leadership, such as communicating information to the broader campus teaching community.

The Academic Co-Chair emphasized that the Committee is valued for the input the members provide into a variety of items.

3. Approval of the May 25, 2016 Meeting Minutes

Documentation for this item was circulated with the Agenda. Two revisions to the minutes were requested.

Moved/Seconded

That the Minutes of the Teaching and Learning Committee meeting held on May 25, 2016 be approved, with the requested amendments.

Carried

4. Recommendation of the 2016-2017 Teaching and Learning Committee Work Plan

Documentation for this item was circulated with the Agenda. Lynn Taylor, Co-Chair, and Ebba Kurz, Academic Co-Chair, presented this item.

Moved/Seconded

That the Teaching and Learning Committee (TLC) recommend that the General Faculties Council approve the TLC Work Plan for the 2016-17 academic year, as set out in the form provided to the Committee.

Carried

5. Distribution Schedule for the Learning Materials Costs to Students Memo

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

Highlights:

- The Committee reviewed the current version of the Learning Materials Costs to Students memo (the “memo”)
- The following suggestions were made:
 - Within the memo, the identifier “academic staff” should be use consistently rather than also referring to “faculty”

- The memo could include links to the websites of the Bookstore, Libraries and Cultural Resources (LCR), and the Copyright Office, as instructors have to contact these offices
- Before the memo is next sent, LCR should be consulted in order to ensure that the reference to the copies of materials held in LCR's collections is accurate
- Consideration could be given to linking to the memo within the e-mail sending the Bookstore's electronic ordering form to instructors
- The Bookstore could be asked to link to the memo from its website
- The Committee discussed how frequently the memo should be sent to academic staff members on the Committee's behalf, and concluded that the memo should be sent in the Spring and Fall terms
- The Academic Co-Chair indicated that TLC members representing each Faculty could enquire how and when individual Faculties communicate with their instructors regarding the selection and ordering of course materials. This information could be compiled by the Academic Co-Chair to inform discussions regarding how and when the Committee's memo is sent.
- The Co-Chair reported that this term's memo will be sent out by October 1

6. Background Paper on Guiding Principles for Assessment in Postsecondary Education: An Evidence-based Approach

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

Highlights:

- The Co-Chair introduced the background paper *Guiding Principles for Assessment in Postsecondary Education: An Evidence-based Approach*, and observed that principles are needed for when committees make decisions about assessment
- The Committee discussed the desire for the campus community to be engaged in conversations regarding the use of evidence-based practices for the assessment of learning
- The Co-Chair emphasised that the goal is not to prescribe practices, but to introduce high level principles for people to use to promote reflection upon their own practices
- The Committee discussed the challenges in engaging the campus community in this topic, such as varying degrees of commitment to teaching, people's workloads, and the variability of assessment practices across Faculties
- During discussion, the Committee concluded that the curriculum review and accreditation processes may provide opportunities for people to reflect on their assessment practices and talk about possible meaningful changes to how students are assessed
- It was decided that, in addition to promoting discussion of the assessment of student learning during the curriculum review and accreditation processes, a shorter version of the background paper *Guiding Principles for Assessment in Postsecondary Education: An Evidence-based Approach* should be prepared for discussion by the TLC and/or the Associate Deans (Teaching and Learning). A version of the background paper could also be posted on the Taylor Institute for Teaching and Learning (TI) website for use in multiple contexts.
- The Committee suggested that new faculty could be a target group for this, as they will likely be keen to explore assessment options

- It was suggested that students should be engaged in a discussion of this topic also, and the Co-Chair indicated that she would be pleased to attend student meetings such as the Student Legislative Council in this regard
- The Co-Chair indicated that this item would return to the Committee at a future meeting

7. Report of the University Chair in Teaching and Learning

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

Highlights:

- February 7, 2017 is the deadline to apply for the next round of University Teaching Grants
- The Scholarship of Teaching and Learning (SoTL) Foundations Program for graduate students is a one semester program, currently available Fall 2016, and leads to a digital badge and certificate of completion
- The Seeding SOTL Initiative serves to support conversations and exploration activities relating to teaching and learning in the form of reading groups, teaching squares, communities of practice, and Crossroads Model 'unconferences'. It is hoped that some of these activities will lead to larger SOTL projects.
- The Taylor Institute will be offering various workshops this term, including Elizabeth Barkley, Foothill College, California, on December 9, 2016 on the topic of Making Collaboration and Group-Work Work

8. Students' Union Report

The Co-Chair presented this item on behalf of Alicia Lunz, Students' Union (SU) Vice-President (Academic).

Highlights:

- As part of a national awareness-raising exercise, the SU recently polled students regarding how much they are spending on learning resources, and offered information about Open Educational Resources (OER). The information gathered from this polling will be incorporated into communications with the Minister of Advanced Education as part of a push for more OER support.
- The deadline to submit abstracts for the Undergraduate Research Symposium is October 19, 2016. The symposium will be held near the end of November, and there will be a number of awards given out.

9. Graduate Students' Association Report

Item withdrawn.

10. Learning Technologies Report

D'Arcy Norman, Manager of the Technology Integration Group, presented this item.

Highlights:

- The TI hosts a number of eLearning courses for instructors on topics such as mobile apps and software entrepreneurship. The TI also hosts professional development workshops and provides consultation and support for inquiry projects.
- Applications to teach in the TI building in the Winter 2017 term are being accepted
- The Coaches Program, which serves to help instructors incorporate the use of new technologies, is now offered in thirteen Faculties
- Community events are now being held in the TI building, such as Doors Open YYC which will be held September 24, 2016

11. Educational Development Unit Report

Natasha Kenny, Director of the EDU, presented this item.

Highlights:

- The next round of the University Teaching Awards program is launching, and the two new awards recently approved by General Faculties Council will be included. The TI website provides detailed information on this program.
- The TI offers a number of teaching and curriculum development workshops, such as the upcoming October 12, 2016 event presented by Sophie Karanicolas, University of Adelaide, Australia, entitled Translating Concept to Practice: Flipped Classroom
- The graduate student Teaching Assistant Orientation was held in the TI building on September 15, 2016
- Members of the campus community are free to ask to host development events in the TI building

12. Other Business

There was no other business.

13. Adjournment

The September 22, 2016 Teaching and Learning Committee meeting was adjourned by consensus.

The meeting was adjourned at 3:39 p.m.