General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 35
January 26, 2017, 2:00 – 4:00 p.m.   A167

Voting Members   *Non-Voting Members*
Lynn Taylor, Co-Chair   Susan Barker
Jessica Ayala   Jerome Beaudoin
Isabelle Barrette-Ng   Nancy Chick – left during Item 5
Leanne Dawson   Kent Donlevy – left during Item 7
Andrew Estefan   Thomas Hickerson
Ian Holloway – left during Item 6   Natasha Kenny
Jennifer Lock   Charlene Magnes
Alicia Lunz – left during Item 5   D'Arcy Norman
Ken MacMillan
Caitlin McClurg   *Scribe*
Vera Parlac   Elizabeth Sjogren
Scott Radford

Regrets
Mike Foley
Tina Gabriele
David Hansen
Ebba Kurz, Academic Co-Chair
Nickie Nikolaou
Emma Read

Guests
Nahum Arguera, NSSE Research Analyst – for Item 7
Will Fiebelkorn, Privacy and Records Officer, Cumming School of Medicine – for Item 4
Jo-Ann Munn Gafuik, Senior Specialist, Policy & FOIP – for Item 4
Suzzi Sethi, Legal Counsel – for Item 4

The Co-Chair called the meeting to order at 2:00 p.m. and confirmed quorum.

1. **Approval of the Agenda**

The Co-Chair reported that the Academic Co-Chair has sent regrets for this meeting, and that the Students'
Union (SU) and Taylor Institute for Teaching and Learning (TI) reports will be heard before the presenters
have to leave the meeting.

Moved/Seconded

That the Agenda for the January 26, 2017 Teaching and Learning Committee meeting be approved with the reported amendments.

Carried

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2. Remarks of the Co-Chair

The Co-Chair included the following in her remarks:

- Tracey Clancy was welcomed to her first Teaching and Learning Committee (TLC) meeting

- The open consultation period for the Sexual Violence Policy will continue until February 8, 2017, and interested members of the campus community are encouraged to participate

- Activities continue relating to Open Educational Resources (OER), including the hiring of a person to lead the University in this area

3. Approval of the November 24, 2016 Minutes

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

Moved/Seconded

That the Minutes of the Teaching and Learning Committee meeting held on November 24, 2016 be approved, with the requested amendment.

Carried

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4. Information Asset Management Policy

Documentation for this item was circulated with the Agenda and tabled at the meeting. Jo-Ann Munn Gafuik, Senior Specialist, Policy & FOIP, Will Fiebelkorn, Privacy and Records Officer, Cumming School of Medicine, and Suzzi Sethi, Legal Counsel, presented this item.

Highlights:

- The proponents reviewed with the Committee a diagram showing the policies that are being replaced by the Information Asset Management Policy (IAMP) and a worksheet defining the roles of the "trustee", "steward", and "custodian" with respect to "business information assets", "health information assets", and scholarly information assets"

- The proponents reported that the IAMP establishes an Information Asset Management Committee (IAMC), which will include representatives from Legal Services, Information Technologies, records management, the academic staff, and others, and which will review operating standards and practices relating to information assets

- During discussion, it was suggested that:

  - In the listing of the members of the IAMC, the proponents should refer to the two formal streams of professorial academic staff appointment rather than referring to persons as being "engaged in teaching" and "engaged in research", as many academic staff members

are engaged in both

- o The IAMC be expanded to include a representative from the University of Calgary Faculty Association, and the Provost's delegate to the IAMC be someone from the Senior Leadership Team

- o It be made clear whether "scholarly information assets", as defined in section 3(s) of the IAMP, includes information put into Desire2Learn by an instructor

- In response to questions and comments, it was reported that:

  - o The IAMP will not replace or supersede the Intellectual Property Policy, and this is specifically noted in section 4.20 of the IAMP

  - o Information assets can be kept for an extended period beyond the standard retention rule if their usefulness is identified

  - o In the future, restricted data will be defined in a guidelines document

  - o The future guidelines document could also include information on practices for complying with applicable legal, contractual, policy and other requirements

  - o A person may keep a hardcopy or digital reference copy of an information asset for their use

- The proponents invited that any additional feedback be sent directly to them

5. **Summary of Practices Surrounding Book Orders and the Timing of the TLC Learning Resources Memo**

Documentation for this item was circulated with the Agenda. The Co-Chair presented this item.

Highlights:

- The Co-Chair reported that the Academic Co-Chair had surveyed the members of the Committee, and concluded that there is a diverse array of practices within and across Faculties regarding when action relating to course materials occurs

- The Committee discussed:

  - o The timing options and distribution avenues for circulating its *Learning Materials Costs to Students* memo

  - o That instructors learn their upcoming teaching assignments at different times of the year, depending on their Faculties' processes

  - o Including more information relating to copyright in the memo

- The Committee decided:

  - o To send its *Learning Materials Costs to Students* memo to all instructors in March and October, to get ahead of when many instructors order their materials in the Spring and in advance of the Bookstore's Fall deadline

  - o To ask Associate Deans to provide the memo to sessional instructors as part of their welcome package

  - o That Associate Deans should have discretion to send the memo to members of their Faculty at any times that make sense within their Faculty

- The Co-Chair indicated that a revised version of the *Learning Materials Costs to Students* memo will be brought to the Committee for review and approval at the next meeting

6. **Revised Mini Version of *Guiding Principles for the Assessment of Students' Learning***

Documentation for this item was circulated with the Agenda. The Co-Chair presented this item.

Highlights:

- The Co-Chair reminded the members of the Committee that they had reviewed the full paper *Guiding Principles for the Assessment of Students' Learning* at an earlier meeting, and that a shortened version of the paper is in development for broader dissemination. The goal of the shortened document is to provide instructors with guiding principles when making decisions about the assessment of students.

- The Committee discussed using the guiding principles document to stimulate discussions, such as during the curriculum review process or during workshops hosted by the TI

- The Committee suggested that:

    o Because some courses use multiple graders, the document could speak to the need to train graders to enhance consistency in assessment

    o Consideration be given to providing more examples of assessment practices in the document

    o The references in the summary table be reformatted, possibly as footnotes

- The Co-Chair reported that she will next meet with Associate Deans and student groups to discuss the document, and then it will return to the Committee for further discussion

7. **NSSE Engagement Map Update**

Documentation for this item was circulated with the Agenda. Nahum Arguera, NSSE Research Analyst, presented this item.

Highlights:

- The presenter reviewed the Student Engagement Action Map, which was created following a number of National Survey of Student Engagement (NSSE) retreats, and sets out actions that are being undertaken at the institutional, Faculty, program, and course levels to improve students' experiences

- The presenter reported that there are resources available to help the campus community respond to the NSSE results, and the Committee was also referred to two websites that have been developed: http://eduportfolio.ucalgaryblogs.ca/2015/10/14/edu-national-survey-of-student-engagement-nsse-support/ (the NSSE support website prepared by the Educational Development Unit (EDU)) and http://seactionmap.ucalgaryblogs.ca/ (a website with information relating specifically to the Student Engagement Action Map)

- The Committee suggested that:

    o Greater effort be made to draw attention to these two useful websites, as linking from other websites may not be sufficient

- o The practices of all Faculties be represented on the Student Engagement Action Map website
- o The Student Engagement Action Map website could be used as a tool for sharing items, such as quality course outlines and successful practices
- The Co-Chair thanked the presenter for his efforts to help the campus community understand and respond to the NSSE results

8. Students' Union Report

Alicia Lunz, SU representative to the TLC, presented this item.

Highlights:

- The nomination period for the 2017 SU elections is underway
- The SU's next pet therapy session takes place in the Empty Space on Friday, February 3, 2017
- Open Educational Resources Week is happening in Edmonton at the end of March

9. Graduate Students' Association Report

Leanne Dawson, Graduate Students' Association (GSA) representative to the TLC, presented this item.

Highlights:

- The GSA's Peer Beyond Graduate Research Symposium will be held February 22, 2017
- The nomination period for the 2017 GSA elections will open soon, elections will be held in the middle of March, and transition to the new executive will start in April

10. Taylor Institute for Teaching and Learning Report

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

Highlights:

- The TI is helping people complete their teaching and learning grant applications due February 7, 2017
- Preparations are underway for the Scholarship of Teaching and Learning conference to be held October 11-14, 2017
- The TI will be hosting community cafes for instructors and students, to listen to their needs and priorities
- At a future meeting, the TLC will receive the results of a recent TI survey of instructors

11. Taylor Institute Educational Development Unit Report

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

Highlights:

- The theme of the 2017 University of Calgary Conference on Postsecondary Learning and Teaching will be "Creating a Learning Culture: Conversations that Matter". The conference will take place May 2-3, 2017 and proposals are due February 3, 2017.

- Approximately 65-70 nominations across all categories of the Teaching Awards were received and the adjudication committees are currently being established.

- The EDU is hosting a new series of workshops for persons who may be submitting or supporting nominations for the prestigious 3M National Teaching Fellowships. On February 3, 2017, Lynn Taylor, Vice-Provost (Teaching and Learning) and a long-standing member of the fellowships adjudication committee, will speak about nomination process and provide advice.

- The University's Mental Health Committee's Teaching and Learning Subcommittee will be establishing some key priorities and actions to help promote teaching and learning practices to support inclusive pedagogy, and support mental health and wellbeing in and out of the classroom

- Interest in the TI spaces and initiatives is strong, and members of the campus community are being encouraged to participate

12. Taylor Institute Learning Technologies Report

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

Highlights:

- The deadline to apply to use the TI spaces in the Spring/Summer 2017 term is February 17, 2017, and the application deadline for the Fall 2017 term is May 31, 2017. The application form has been simplified.

- The UCalgary blogs are seeing more use. There are now 500 users and 1500 sites.

- The ePortfolio platform is also being used more

The Committee remarked that many instructors do not know their Spring/Summer teaching assignments in time to apply for the TI spaces, and suggested that consideration should be given to changing the application deadline for the future.

In response to questions, it was reported that:

- The request-for-proposals for a video hosting vendor is soon to go out, and the campus community will be asked to provide information on their video hosting needs to inform this

- If someone leaves the University, their ePortfolio can be downloaded and moved to a WordPress site

13. Other Business

There was no other business.

14. Adjournment

Moved/Seconded

That the Teaching and Learning Committee adjourn the January 26, 2017 meeting.

Carried

The meeting was adjourned at 3:59 p.m.

Susan Belcher
University Secretary