

General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 37
June 1, 2017, 2:00 – 4:00 p.m.

A167

Voting Members

Lynn Taylor, Co-Chair
Ebba Kurz, Academic Co-Chair
Jessica Ayala
Isabelle Barrette-Ng
Ian Holloway
Leanne Dawson
Jennifer Lock
Ken MacMillan
Tina Miller
Nickie Nikolaou
Vera Parlac
Emma Read

Non-Voting Members

Susan Barker
Darren Balchin (Chief Information Officer delegate)
Nancy Chick
David Hansen
Natasha Kenny
Charlene Magnes
D’Arcy Norman

Regrets

Kent Donlevy
Mike Foley
Tina Gabriele
Sandra Goldsworthy
Thomas Hickerson
Caitlin McClurg
Scott Radford

Secretary and Scribe

Elizabeth Sjogren

The Co-Chair called the meeting to order at 2:01 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the June 1, 2017 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:

- Tina Miller, Students' Union (SU) representative, was welcomed to her first Teaching and Learning Committee meeting, and Tina Gabriele, outgoing academic staff representative of the Faculty of Kinesiology, was thanked for her service to the Committee
- The Co-Chair will soon be retiring. Highlights of the past few years include the implementation of the Integrated Framework for Teaching and Learning and building a teaching and learning community at the University. The Committee's Academic Co-Chair was thanked.

The Academic Co-Chair included the following in her remarks:

- The Academic Planning and Priorities Committee has looked at an early draft of the Indigenous Strategy, and it is expected that this item will come to the Committee for discussion at some point during its development
- The process to renew the University's Academic Plan (AP) and Strategic Research Plan is underway, and it is expected that the draft AP will come to the Committee for discussion at some point during its development

3. Approval of the March 23, 2017 Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Teaching and Learning Committee meeting held on March 23, 2017 be approved.

Carried

4. Teaching Culture Perceptions Survey

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

Highlights:

- The Committee was informed of a plan to distribute a Teaching Culture Perceptions Survey in the Fall 2017 term, as part of a multi-institution study funded by the Social Sciences and Humanities Research Council
- The study, which will be informed by the survey, will result in a report analysing the perceptions of the University's teaching culture (and across Faculties where response rates warrant), and the report will include some recommendations, including ways to enhance the teaching and learning environment. This report will be presented to the Committee in due course.
- During discussion, the Committee learned that the survey will:
 - Be circulated in four forms (distinct versions for faculty, undergraduate students, graduate students, and professional staff who support teaching and learning)

- Collect qualitative and quantitative data about the perceptions of teaching culture
- Be administered on a three to five-year cycle in the future
- Gather information on the perceptions of teaching culture, not learning experiences
- The Committee expressed general support for the distribution of the survey in the Fall 2017 term

5. Commitment to the Responsible Use of D2L Statement

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

Highlights:

- The Committee learned that:
 - The strategy for employing the Responsible Use of Desire2Learn (D2L) Statement has been modified, because it was realized that all users of D2L would see, and be prompted to respond to, the statement if it were presented as originally planned
 - Rather than requiring D2L users to read and agree to the statement before proceeding into D2L, the statement and other materials will be prominently posted on D2L for educational purposes. The information posted will communicate that students are not permitted to share another person's email or other personal information obtained from a D2L site, that it is the responsibility of all users to comply with the Copyright Act and that the sharing of learning resources created by instructors or students without their permission violates intellectual priority rights, that D2L communication tools cannot be used to distribute information for personal or commercial purposes, and that violations may be a punishable offenses, such as under the Non-Academic Misconduct Policy.
 - Over time, e-learning webpages and teaching resources for instructors relating to the responsible use of D2L will be developed
- There were no questions

6. Annual Committee Performance Review and Review of the TLC Terms of Reference

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

Highlights:

- The Committee considered its performance and reviewed its Terms of Reference, focusing its discussion on the following:
 - The Committee has experienced some challenges with attendance this year, which may be linked to the fact that the Committee does not have any decision-making authority. It is also possible that the day of the week that the Committee's meetings are held (Thursday) may be a barrier to attendance, and so perhaps consideration could be given to scheduling the meetings for another day.
 - The Committee has an important role in shaping initiatives relating to teaching and

learning, and in disseminating information relating to teaching and learning

- That while the formal responsibility to discuss curriculum review reports currently falls to the Academic Program Subcommittee and the Graduate Academic Program Subcommittee under the quality assurance process and under those committees' Terms of Reference, the Committee could discuss, and learn from, these reports once they are made publicly available by the Provost and Vice-President (Academic), and so perhaps receiving these for information could be added to the Committee's responsibilities
- The possibility of recommending changes to its membership, specifically to add a postdoctoral scholar to the membership, and to shift some of the non-voting members to voting member status

7. Graduate Attributes Statement Update

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

Highlights:

- The final version of the University of Calgary Graduate Attributes Statement document, revised after a series of consultations, is provided to the Committee for information
- The statement articulates the essence of the University of Calgary learning experience and characterizes the broad characteristics that all graduates of the University will develop
- The statement will be embedded in the University's Academic Plan

8. Teaching and Learning Committee Annual Report to GFC

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

Highlights:

- The Academic Co-Chair reminded the Committee that an annual report to the General Faculties Council is required, and then reviewed the content of the report
- There were no questions

9. Students' Union Report

Tina Miller, SU representative to the Committee, presented this item.

Highlights:

- The Vice-Provost (Teaching and Learning) recently attended a Students' Legislative Council meeting to present the Graduate Attributes Statement and the Teaching Culture Perceptions Survey
- The SU is currently reviewing its budget

10. Graduate Students' Association Report

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

Highlights:

- The GSA's new Executive members are transitioning to their roles
- The GSA is preparing for its 2017-2018 awards program
- The GSA is populating its committees for 2017-2018

11. Taylor Institute for Teaching and Learning Report

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

Highlights:

- An announcement regarding the allocation of the 2017 Teaching and Learning Grants will be released soon
- The Community Cafés recently held for students and instructors were successful. A follow-up survey on teaching practices was planned, but this has not received ethics approval yet and may be replaced with another initiative.
- Katarina Mårtensson, Lund University, Sweden, gave the closing keynote address at the May 2, 2017 Conference on Postsecondary Learning and Teaching. A video of the address is available on the TI website.
- Jos Boys, University of Brighton, United Kingdom, and a keynote speaker at the 2016 Conference on Postsecondary Learning and Teaching, will be back on campus from June 14-16, 2017 to discuss learning spaces and student experiences
- In September 2017, the TI gallery will host a paleo-art exhibit (a Social Sciences and Humanities Research Council funded multi-Faculty project), as part of the annual Beakerhead event

12. Taylor Institute Educational Development Unit Report

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

Highlights:

- The 2017 Conference on Postsecondary Learning and Teaching was a success, with presentations that sparked or renewed the 244 participants' interests
- The Academic Program Subcommittee recently recommended that the Academic Planning and Priorities Committee approve the creation of two not-for-academic-credit certificates in University Teaching and Learning, one for graduate students and one for postdoctoral scholars. Provided approval is received, the certificates will be offered beginning in the Fall 2017 term.

- The EDU's 2017-2018 events calendar will be posted in July
- The TI has been in dialogue with the Facilities Management unit regarding the development of flexible learning spaces in the new MacKimmie Block, which will be built within the next four years
- The next McCaig-Killam Teaching Award deadline is August 10, 2017, and the University Teaching Awards deadline is tentatively set for January 13, 2018

13. Taylor Institute Learning Technologies Report

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

Highlights:

- An Open Educational Resources (OER) pilot project is being launched, and will support the adoption of OER into ten courses
- The Learning Technologies Coaches program is moving into the second year of its pilot
- On June 30, 2017 Information Technologies will automatically deactivate all D2L courses that are one year old or older, in order to address some copyright concerns with older courses. The courses will not be deleted, and can be reactivated if needed.
- The deadline to apply to use the TI spaces in Fall 2017 and Winter 2018 has passed. The applications will be reviewed, and assignments will be made in June.

14. April 27, 2017 Meeting Notes

Documentation for this item was circulated with the Agenda for information only.

15. Other Business

Mental Health Statement for Course Outlines

Documentation for this item was circulated with the Agenda. Natasha Kenny, Director of the EDU and Chair of the Campus Mental Health Implementation Committee Subcommittee on Teaching and Learning, presented this item.

Highlights:

- The Committee was informed that, as part of the implementation of the Campus Mental Health Strategy (CMHS), the CMHS Subcommittee on Teaching and Learning has developed a new course outline statement related to mental health. The statement has been added to the course outline template available through the Taylor Institute for Teaching and Learning (TI), for instructors to consider including in their course outlines.
- In the Fall, the Calendar and Curriculum Subcommittee (CCS) will be asked to recommend a proposal that the statement be added to the Academic Regulations section E.1 Course Outlines in the University Calendar so that the statement is required to appear in course outlines

- During discussion, the TLC expressed support that a proposal to the CCS move forward, but noted that, despite the course outline template and requirements set out in the University Calendar, there is a lack of consistency in course outline content across the University and it is possible that inclusion of the mental health statement may not be fully embraced
- In response to questions, the presenter reported that:
 - Andrew Szeto, CMHS Director, is connecting with many units at the University, such as Residence Services, to ensure that information relating to mental wellbeing is available
 - The statement will likely be added to D2L course shells
 - A version of the statement tailored for distance students could be developed for use in course outlines for online courses, but the statement as proposed is appropriate for all course outlines

Acknowledgement of Co-Chair's Retirement

On the occasion of the Co-Chair's last meeting, the Committee celebrated Lynn Taylor's leadership and dedication to teaching and learning.

The Faculty Association representative to the Committee requested that the following statement be read into the Minutes:

On behalf of the University of Calgary Faculty Association, I wish to express the Association's sincere appreciation to Dr. Lynn Taylor for her extra-ordinary contribution to teaching and learning – and her many other positive contributions – to the University of Calgary and in particular its faculty. Dr. Taylor's dedication, professionalism, and insight are well known to, and appreciated by, all of us. An administrator who exemplifies wisdom, good humour, and leadership is a gift to any institution. Dr. Taylor is one such administrator. Thank you Dr. Taylor. We will miss you, and we wish you the very best in your upcoming retirement.

The Academic Co-Chair expressed heartfelt admiration for Lynn Taylor's wisdom and passion, and noted that her efforts have transformed the teaching and learning culture at the University.

16. Adjournment

The June 1, 2017 Teaching and Learning Committee meeting was adjourned by consensus.
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The meeting was adjourned at 3:55 p.m.

Elizabeth Sjogren
Meeting Secretary