

General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 40
November 23, 2017, 2:00 – 4:00 p.m.

A167

Voting Members

Leslie Reid, Co-Chair
Ebba Kurz, Academic Co-Chair
Jessica Ayala – left during Item 5
Isabelle Barrette-Ng – arrived during Item 7
Leanne Dawson
Sarah Eaton
Sandra Goldsworthy – arrived during Item 2
Ian Holloway
Tina Miller
Leeanne Morrow
Vera Parlac
David Paskevich – arrived during Item 2
Emma Read
U.T. Sundararaj – arrived during Item 2

Regrets

Thomas Hickerson
Sandra Hoenle
Linda Hunter
Nickie Nikolaou
Ken MacMillan
Scott Radford

Guests

Patti Dyjur, Curriculum Development Specialist – present for Item 5
Frances Kalu, Curriculum Development Specialist – present for Item 5
Jodi Magee, Director, Office of Institutional Analysis – present for Item 7
Heather Smith-Watkins, Analyst, Planning and Reviews – present for Item 5

Non-Voting Members

Susan Barker – arrived during Item 2
Nancy Chick
David Hansen
Natasha Kenny
Charlene Magnes
D’Arcy Norman

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Observer

Tanya Shawlinski

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 November 23, 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:

- U.T. Sundararaj was welcomed to his first meeting
- Sarah Eaton, Werklund School of Education, is leading a group focused on issues relating to academic integrity. This group may become an advisory committee to the Provost or Vice-Provost (Teaching and Learning).
- The plan to broadcast an academic integrity statement to students through Desire2Learn (D2L), as discussed by the Committee last year, is on hold because it is not possible to direct such a statement only to student users of D2L. Consideration is currently being given to expand this statement to cover copyright compliance as well.
- The Developmental Framework for Teaching Expertise, which was discussed at the Committee's October 26, 2017 meeting, is now available on the Taylor Institute (TI) website

The Academic Co-Chair reminded the Committee that Julia Christensen Hughes, University of Guelph, is giving a talk (Understanding Academic Misconduct: Creating Robust Cultures of Integrity) and a workshop (Strengthening a Culture of Integrity at the University of Calgary) on November 24, 2017.

3. Approval of the October 26, 2017 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Teaching and Learning Committee meeting held on October 26, 2017 be approved.

Carried

4. Recommendation of Revisions to the University of Calgary Teaching and Learning Grants

Documentation for this item was circulated with the Agenda. Nancy Chick, University Chair in Teaching and Learning and Director of the TI, presented this item.

Highlights:

- The proponent reviewed the proposed revisions to the University of Calgary Teaching and Learning Grants
- The Committee discussed:
 - The types of expenditures that can be included in a teaching and learning grants budget
 - That students directly and indirectly benefit from the projects funded by the grants
 - That the Department Head must sign off on any course release for an instructor to work on a project
 - Whether there should be a cap on the amount of a teaching and learning grant that could be spent on computer hardware, and that, to date, it has been left up to the adjudication committee to review and approve proposed grant budgets on a case-by-case basis

- Whether equipment obtained through a teaching and learning grant (e.g. iPads) should be retained by the grant recipient following project completion, or whether the feasibility of establishing a TI library of equipment should be considered
- It was suggested that it be made clear in the *Academic Quality Assurance Handbook – Curriculum Reviews* that the adjudication committee evaluates grant budget requests as part of its work
- The Committee agreed that its suggestions are suggestions only, and indicated that the proponent should decide, what, if any, revisions to make to the proposal before it is presented to the General Faculties Council

Moved/Seconded

That the Teaching and Learning Committee recommend that the General Faculties Council approve the revisions to the University of Calgary Teaching and Learning Grants, as presented to the Committee.

Carried

5. Revisions to the Quality Assurance Handbook - Curriculum Reviews

Documentation for this item was circulated with the Agenda. Patti Dyjur, Curriculum Development Specialist, Frances Kalu, Curriculum Development Specialist, and Heather Smith-Watkins, Analyst, Planning and Reviews, presented this item.

Highlights:

- The proponents reviewed the Quality Assurance - Curriculum Reviews process
- The Committee discussed:
 - The practicality of coordinating the timing of curriculum reviews and accreditation reviews in order that one can be used to inform the other
 - The value of providing a process for reflection and making improvements to program delivery through curriculum reviews
- The Committee suggested:
 - That consideration be given to making the internal reports, rather than summary public reports, available for other units to use
 - That more guidance be given with respect to the population of the Review Team, and the roles of the Unit Lead and Review Lead
- The Academic Co-Chair expressed the Committee's appreciation of the staff in the TI for their support of the curriculum review process
- The proponents requested that any additional feedback be sent directly to them

6. Video Recording in Learning Environments – Draft Standard

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

Highlights:

- The Proponent reported that a standard setting out the appropriate use of video recording for teaching, research, and assessment has been drafted, and is intended to make clear the conditions under which students may be video-recorded in a learning environment. It was reported that this standard is in the early stages of development, and will return to the Committee after additional consultation has occurred.
- The Committee discussed:
 - The variety of uses for video recording in the classroom, such as for scholarship of teaching and learning research, classroom presentation debriefing, and lecture capture by instructors
 - That it will need to be determined whether students who are under the age of eighteen may consent to be video recorded in the classroom, or whether it will be necessary to have a parent co-sign
- The Committee suggested that the proposal to not require consent for lecture capture be reconsidered, since some recording tools track the movement of the instructor and may include students in the frames
- The proponent invited any persons interested in being involved in the development of the standard to contact her, and reported that the standard will return to the Committee at a future meeting

7. 2017 National Survey of Student Engagement

Documentation for this item was circulated with the Agenda. Leslie Reid, Co-Chair, Ebba Kurz, Academic Co-Chair, and Jodi Magee, Director, Office of Institutional Analysis, presented this item.

Highlights:

- The presenters reviewed the University's 2017 National Survey of Student Engagement results
- The Committee discussed:
 - The factors that may influence students' responses
 - That the University employs other surveys in order to collect qualitative data from students

8. Taylor Institute for Teaching and Learning Report

Documentation for this item was circulated with the Agenda. Nancy Chick, University Chair in Teaching and Learning and Director of the TI, presented this item.

Highlights:

- The deadline to apply for Teaching and Learning Grants is February 7, 2018. Drop-in consultation sessions will be offered by the TI in November and December to provide support in preparing the applications.
- The TI will be asking for the Committee's assistance in populating the adjudication committees for the Teaching and Learning Awards

- The deadline to submit proposals for the 2018 Postsecondary Conference on Teaching and Learning, themed “Students as Creators, Drivers, Innovators and Collaborators”, has been extended to December 18, 2017

9. Students’ Union Report

Documentation for this item was circulated with the Agenda. Tina Miller, Students’ Union (SU) Vice-President (Academic), presented this item.

Highlights:

- The Undergraduate Research Symposium will be held on November 30, 2017, and members of the Committee are encouraged to attend
- Approximately \$25,000 has been raised for scholarships to be awarded at the Undergraduate Research Symposium
- Puncham Judge has been appointed as the new SU Vice-President (External). The SU is in the process of appointing students to fill the last two vacancies on the Students’ Legislative Council (SLC), and it is expected that the SLC will be fully populated by December.
- Quality Money applications are due November 24, 2017
- The classroom visits for the SU’s Teaching Excellence Awards were completed this week

10. Graduate Students’ Association Report

Leanne Dawson, Graduate Students’ Association (GSA) representative to the TLC, reported that the GSA has forwarded twenty names to the provincial government for consideration for the Alberta Graduate Citizenship Awards. The recipients will be announced in December.

11. Approved Teaching and Learning Committee 2017-2018 Work Plan

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

12. Other Business

There was no other business.

13. Adjournment

Moved/Seconded

That the Teaching and Learning Committee adjourn the November 23, 2017 meeting.

Carried

The meeting was adjourned at 3:29 p.m.