UNIVERSITY OF
CALGARY

General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 42
February 22, 2018, 2:00 p.m.   A167

Voting Members
Leslie Reid, Co-Chair
Ebba Kurz, Academic Co-Chair
Jessica Ayala
Isabelle Barrette-Ng
Leanne Dawson
Tina Miller
Leeanne Morrow
Nickie Nikolaou
Vera Parlac – arrived during Item 6
David Paskevich – arrived during Item 2
Scott Radford

Non-Voting Members
Susan Barker
Sandra Hoenle
Natasha Kenny
Charlene Magnes
D'Arcy Norman

Secretary and Scribe
Elizabeth Sjogren

Regrets
Nancy Chick
Sandra Goldsworthy
David Hansen
Thomas Hickerson
Ian Holloway
Linda Hunter
Jennifer Lock
Ken MacMillan
Emma Read
U.T. Sundararaj

The Co-Chair called the meeting to order at 2:05 p.m. and confirmed quorum.

1. **Approval of the Agenda**

Moved/Seconded

That the Agenda for the February 22, 2018 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:

- Isabelle Barrette-Ng, Faculty of Science, was congratulated on being awarded a 3M National Teaching Fellowship

- The Framework for the Growth of Teaching Expertise has been made available to the University's teaching community through the Taylor Institute (TI). Feedback has been positive, and the framework has stimulated ideas and discussions about the development of teaching expertise.

The Academic Co-Chair reminded the Committee that Lynn Taylor, Werklund School of Education, sent out a teaching culture survey, and members were encouraged to participate by the February 28, 2018 deadline.

3. **Approval of the December 14, 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 December 14, 2017 be approved.
Carried

4. **Course Outlines**

Documentation for this item was circulated with the Agenda. Natasha Kenny, Director of the Educational Development Unit, presented this item.

Highlights:

- The presenter remarked on the current issues relating to course outlines, including their length, how they are made available to students, and how deviations are addressed

- The Committee broke into discussion groups and then returned to the table to discuss the members' current views on the purpose of, and the best practices relating to, course outlines

- Discussion included:

  o That the course outline should: provide an overview of a course, but include more detail than the course's Calendar description, set out the instructor's expectations of students and the allowed behaviours (e.g. collaboration), describe the course components and assessment practices, list the required course materials, and establish student-instructor communication methods

  o The issue of policy creeping into course outlines. It is important that students be aware of the policies that apply to them (e.g. non-academic misconduct, student accommodation) but describing these can add considerable length to a course outline and it becomes repetitive across course outlines. It was suggested that a student handbook

      or dedicated Desire2Learn (D2L) site may be a better place for this information.

-   o   Strategies to encourage the preparation and use of effective course outlines

- The Co-Chair reported that a course outlines working group will consider the Committee's feedback, and this will inform any proposals for change that may be brought forward in the future

5. Mid-year TLC Committee Self-Evaluation

The Co-Chair and Academic Co-Chair presented this item.

Highlights:

- The presenters thanked the Committee for the constructive feedback that was provided in the survey responses, and noted in particular that members expressed that the Committee's active discussions are engaging, that the cooperation of the co-chairs is appreciated, and that the introduction of written reports is welcome

- The presenters noted that concerns about the scheduling of meetings and the meeting space cannot be easily addressed

- The Committee was welcomed to provide additional feedback at any time

6. Update on Transition to Brightspace by D2L

D'Arcy Norman, Manager, Learning Technologies, TI, presented this item.

Highlights:

- The presenter demonstrated the new Brightspace by D2L interface, which will go live on May 4, 2018. The Committee was informed that the D2L functionality will remain the same, but the new interface will have improvements, such as the ability to resize in order to display well on mobile devices and that it will represent courses with user-friendly custom or random image tiles.

- In response to questions, it was reported that

  - o   The random image tile assigned to a course will remain the same throughout the term

  - o   Disciplines will be able to create a set of image tiles to be used for their courses, which could include the branding for their discipline

  - o   Aspects of the interface remain customisable, such as the notification settings

  - o   As with the current D2L interface, content can be copied between an instructor's courses

  - o   Courses already in progress on the May 4, 2018 implementation date should not be negatively impacted, but staff from Information Technologies will be available to provide assistance if needed

- The Co-Chair reported that there is a communication plan so that all members of the campus community are aware of the forthcoming switch to Brightspace by D2L, and that there will be workshops and deskside support for instructors if needed

7. Taylor Institute for Teaching and Learning Report

Documentation for this item was circulated with the Agenda. Natasha Kenny presented this item.

Highlights:

- The adjudication of the University of Calgary Teaching Awards will soon be underway, with almost sixty adjudicators across ten committees reviewing the nominations. The recipients will be announced later in the term.

- Jennifer Ward, Educational Developer from the University of Alberta, will facilitate a workshop entitled *Indigenization and Teaching: A Workshop on Pedagogies, Protocols and Worldviews* on March 1, 2018. Interested persons can register for the workshop through the TI website.

- The TI's space allocation committee will meet on February 23, 2018 to determine the Spring/Summer 2018 allocations. The application deadline to teach in the TI for Fall 2018/Winter 2019 is May 14, 2018.

8. Students' Union Report

Tina Miller, Students' Union (SU) representative to the Committee, presented this item.

Highlights:

- February 23, 2018 is the deadline to nominate for the SU's Teaching Excellence Awards. Over 1000 nominations have been received so far this year.

- Campaigning for the 2018 SU elections will begin next week, and the elections will be held from March 6-8, 2018

- Planning for the November 2018 Undergraduate Research Symposium is underway. A full week model is being considered.

9. Graduate Students' Association Report

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

Highlights:

- The GSA's Peer Beyond Graduate Research Symposium was held on February 20, 2018. There were 61 participants offering presentations, posters and workshops.

- Campaigning for the 2018 GSA elections has begun, and the elections will be held on March 12 and 13, 2018

10. Other Business

The Co-Chair remarked that Open Education Week will occur March 5-9, 2018, and that information about this is available at ucalgary.ca/open/

11. Adjournment

The February 22, 2018 meeting of the Teaching and Learning Committee was adjourned by consensus.

The meeting was adjourned at 3:14 p.m.

Elizabeth Sjogren
Meeting Secretary