

General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 43
March 22, 2018, 2:00 p.m.

TFDL 630A

Voting Members

Leslie Reid, Co-Chair
Ebba Kurz, Academic Co-Chair
Jessica Ayala
Isabelle Barrette-Ng
Leanne Dawson
Jennifer Lock
Tina Miller
Vera Parlac
Emma Read
U.T. Sundararaj

Non-Voting Members

Nancy Chick
David Hansen
Sandra Hoenle
Linda Hunter
Natasha Kenny

Secretary and Scribe

Elizabeth Sjogren

Regrets

Susan Barker
Sandra Goldsworthy
Thomas Hickerson
Ian Holloway
Ken MacMillan
Charlene Magnes
Leeanne Morrow
Nickie Nikolaou
D'Arcy Norman
David Paskevich
Scott Radford

Guest

Rowena Johnson, Copyright Officer – present for Item 4

The Co-Chair called the meeting to order at 2:06 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the March 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:

- A group is currently reviewing the best practices for course outlines, and is specifically considering: 1) the content in the University Calendar, and 2) revisions to the course outline checklist, to reduce, and re-order in a logical manner, what is required in a course outline
- Lynn Taylor, Werklund School of Education, will present the preliminary results of the Teaching Culture Survey to the Committee at an upcoming meeting
- It was announced at the Academic and Research Plans launch that funding for the Program for Undergraduate Research Experience (PURE) awards has been doubled for this year

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

- There will be a meeting on March 23, 2018 to finalise summer student award rankings. This will be the second year of using a streamlined common online application system for students to search and apply for PURE, Alberta Innovates, Alberta Cancer Foundation, Alberta Transplant Institute, O'Brien Centre Summer Studentships, and Alberta Children's Hospital Research Institute programs.
- The Students' Union (SU) and Graduate Students' Association (GSA) elections have been held. This is Tina Miller's last meeting, and she was thanked for her service to the Committee.

In response to a question regarding the possibility of coordinating the awarding of the PURE awards and the Natural Sciences and Engineering Research Council of Canada (NSERC) Undergraduate Student Research Awards (USRA), in order to ensure that as many students as possible receive research experiences, it was reported that:

- Applications for the USRA are reviewed using different processes in accordance with NSERC regulations
- The timing of the adjudication of the PURE awards and the USRA is not completely aligned

3. Approval of the February 22, 2018 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 February 22, 2018 be approved.

Carried

4. D2L Statement of Acceptable Use

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

Highlights:

- The proponents opened discussion of this item by reporting that, based on recent feedback, going

forward the statement will be called the statement of “responsible use” rather than “acceptable use”

- The Committee then reviewed the proposed pop-up statement relating to the responsible use of Desire2Learn (D2L), which will appear to all users of the University’s D2L system. The proponents reported that the statement will remind users of their responsibilities and will secure their commitment to proper use. The Committee learned that the statement has been revised from the version seen by the committee in June 2017, in order to make it appropriate for students, faculty, and staff.
- The Committee discussed:
 - The frequency at which the statement should appear to users
 - That fair dealing legislation complicates any restrictions relating to the sharing of one’s work
 - That the University has regulations, policies, and collective agreements setting out the discipline processes to be followed if D2L is used improperly. It was specifically suggested that the phrase “disciplinary action for academic staff will be conducted in accordance with the Collective Agreement” be added.
 - That the initial use of the statement will be accompanied by an education campaign, and that real-world examples will be valuable as part of this education campaign
 - The frivolous versus appropriate uses of D2L for communication, and the Committee agreed that a communication must be relevant to a course or program (or body, if a D2L site is being used administratively) in order to be sent through the D2L system
- The Committee suggested that:
 - The reference to “personal use” be replaced with “individual use”
 - A link be provided to enable a user to seek information on copyright and appropriate use of materials
- In response to a question, it was reported that the Academic Misconduct Policy, currently in development, is expected to be approved by December 2018. It was noted that the University Calendar currently contains regulations relating to academic misconduct.
- The proponents reported that the statement will be revised in light of the feedback received, and that the wording of an “I Acknowledge” statement will be written. A communications plan will roll out in the summer, and then the pop-up statement will appear to users in D2L near the beginning of the Fall term.

5. Scheduling of TLC Meetings

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

Highlights:

- In response to feedback received from the Committee’s Mid-year Feedback Questionnaire, the Committee considered alternate options to its current meeting timeslot (Thursday afternoons) for the 2018-2019 meeting year. Following discussion, it was decided to leave the schedule as approved.
- The Committee discussed ways to improve attendance at its meetings, and determined that:

- A member should ask their Faculty to, temporarily or permanently, replace them on the Committee if their teaching or other commitments prevent them from being able to attend the Committee's meetings
- The Committee will review its Terms of Reference at the April or May meeting, and possibly make a recommendation to the General Faculties Council Executive Committee regarding change(s) to its membership

6. 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 Taylor Institute for Teaching and Learning, presented this item.

Highlights:

- Jennifer Ward, University of Alberta, facilitated a well-attended workshop on Indigenous pedagogies on March 1, 2018
- A total of 20 University of Calgary Teaching Awards have been awarded. A Celebration of Teaching will be hosted by the TI on April 10, 2018.
- Registration has opened for the Postsecondary Conference on Teaching and Learning: Students as Creators, Drivers, Innovators and Collaborators. The conference will be held on May 1 and 2, 2018. The event will be advertised, and members of the Committee are asked to encourage their colleagues to participate.

7. Students' Union Report

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

Highlights:

- This year's SU Teaching Excellence Awards have been adjudicated. The awards are allocated in proportion to the Faculty populations, and the winners will be celebrated at a ceremony to be held on April 18, 2018
- The SU Undergraduate Research Symposium will be a 3-day conference-style event next year

8. Graduate Students' Association Report

Leanne Dawson, GSA representative to the Committee, presented this item.

The 2018 GSA elections have been held. There was a problem with the voting process, and so graduate students were asked to revote. Brit Paris has been re-elected as the GSA President, and Elena Favaro has been elected as the new Vice-President (Academic).

9. Other Business

There was no other business.

10. Adjournment

Moved/Seconded

That the Teaching and Learning Committee adjourn the March 22, 2018 meeting.

Carried

The meeting was adjourned at 3:09 p.m.

Elizabeth Sjogren
Meeting Secretary