

General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 47
November 22, 2018, 2:00 p.m.

A167

Voting Members

Leslie Reid, Co-Chair
Dawn Johnston, Academic Co-Chair
Fabiola Aparicio-Ting
Jessica Ayala
Wendy Benoit
Leeanne Morrow
Nickie Nikolaou
Jessica Revington
Leighton Wilks

Regrets

Suzanne Curtin
Sandra Goldsworthy
Kent Hecker
Ian Holloway
Jennifer Lock
Brit Paris
Vera Parlac
David Paskevich
Mary-Jo Romaniuk
U.T. Sundararaj
Daniel Wulff

Guests

Patti Dyjur, Curriculum Development Specialist – present for Item 5
Lisa Fedoruk, Taylor Institute for Teaching and Learning – present for Items 5 and 6
Travis Klemp, Project Coordinator, Provost’s Office – present for Item 4

Non-Voting Members

Susan Barker
Natasha Kenny
D’Arcy Moynagh
D’Arcy Norman
Ellen Perrault
Kristal Turner

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

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 November 22, 2018 Teaching and Learning Committee meeting be approved.

Carried

2. Remarks of the Co-Chair and Academic Co-Chair

The Co-Chair and Academic Co-Chair remarked that it is important to consider the mental wellness of students, others, and selves at this time of year.

3. Approval of the September 20, 2018 Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Teaching and Learning Committee meeting held on September 20, 2018 be approved.

Carried

4. Establishment of a Universal Student Ratings of Instruction (USRI) Working Group

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

Highlights:

- The proponents reported that the Universal Student Ratings of Instruction (USRI) process has not undergone review since 2003, and that recent consultation has determined that there is appetite at this time for the USRI to be reviewed. In particular, it is known that the questionnaire needs to be updated and an online submission tool is desired.
- The Committee discussed that:
 - It is important that any refresh of the USRI be accompanied by an education plan, and that it be explained to students why the USRI is important, what their feedback is used for, and that unbiased and professional responses are necessary
 - The concept of 'quality teaching' needs to be defined
 - When the questionnaire is updated, it would be desirable to have a customisable section of questions. An optional mid-course questionnaire would also be valuable.
 - The questionnaire should include questions focussed on learning experiences and mental health and wellness
 - Currently, for small classes and classes with low USRI response rates, the instructor does not receive USRI feedback. Consideration should be given to how this procedure can be changed so that these instructors can also benefit from feedback.
 - Any changes to the USRI will move through the General Faculties Council governance system for discussion and approval as appropriate. Changes to the operational processes will be managed by the Vice-Provost (Teaching and Learning) (VPTL).
- The Committee made suggestions for revisions to the wording in the USRI Working Group's terms of reference, including:
 - Clearly setting out that the working group's authority is limited to advising the TLC and the VPTL

- That the description of the Responsibilities with respect to advising the VPTL be broadened to include advising on any communication and education processes
- Recognizing that the Committee has broad membership, that the USRI Working Group membership should include 4 academic staff members chosen by the VPTL

Moved/Seconded

That the Teaching and Learning Committee establish a Universal Student Ratings of Instruction (USRI) Working Group under the Terms of Reference provided to the Committee, with the requested amendments.

Carried**5. Revisions to the Curriculum Review Handbook**

Documentation for this item was circulated with the Agenda. The Co-Chair, Lisa Fedoruk, and Patti Dyjur presented this item.

Highlights:

- The Committee reviewed the recommended changes to the Curriculum Review Handbook, and in particular discussed:
 - How many curriculum review action plans the Committee could expect to receive in a year. The Committee learned that this would likely be eight per year, and that these could come to the committee in bundles so that a meeting could be dedicated to this work.
 - That reviewing other units' curriculum review action plans and interim reports would allow the Committee members' units to learn from each other, as well as providing feedback to the Curriculum Review Lead and Associate Dean

6. Proposed Changes to the Calendar Entry E.1 on Course Outlines

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

Highlights:

- The proponents reported that work is being done to improve the course outlines regulations in the University Calendar, including that the course outline required items will be re-ordered into themes, some items will be revised to read "if applicable", and a central webpage housing university-wide information will be created in order to shorten course outlines
- Discussion included:
 - That the use of electronic communication devices and other technology in the classroom is a complicated matter, and the Committee learned that the University's exam regulations will soon be under review. It was specifically noted that students will not be able to receive notifications from the University's Emergency App if they are required to turn off phones in the classroom.
 - It is a separate University policy that students must use their 'ucalgary' email address for University business, and so this should not be necessary information in a course outline

- It should be made very clear in a course outline what a student should do if they miss an important piece of course work such as a midterm exam
- That any supplementary fees must be approved by the University's Tuition and Fees Consultation Committee and the Board of Governors. Requirements of students that cost money, such as criminal record checks, vaccinations, and specialized equipment should be clearly set out in the course outline, and it was suggested that the Vice-Provost (Student Experience) could speak to the Committee at a future meeting about what constitutes a supplementary fee, and provide examples of approved and rejected supplementary fees.

7. Operating Standard for Media Recording of Students in Learning Spaces – Identification of a Communication Plan

Documentation for this item was circulated with the Agenda. Leslie Reid presented this item.

Highlights:

- The proponent reported that the Operating Standard for Media Recording of Students in Learning Spaces has been approved, and will be in effect on January 1, 2019. A communication plan is in development.
- The Committee agreed that the standard should be reviewed in a year's time, to ensure that it is appropriately comprehensive
- The Committee reviewed the proposed Consent Agreement form, and learned that a draft course outline statement relating to the recording of students in learning spaces will be brought to a future meeting, for discussion

8. Taylor Institute for Teaching and Learning Report

Documentation for this item was circulated with the Agenda. Natasha Kenny, Director of the Educational Development Unit, and Ellen Perrault, Senior Director, Taylor Institute for Teaching and Learning (TI), presented this item.

Highlights:

- The Theme of the 2019 University of Calgary Conference on Postsecondary Learning and Teaching is 'Exploring Experiential Learning', and will be held April 30 and May 1, 2019. The deadline for proposals is December 13, 2018.
- The call for the 2019 cohort of Teaching Scholars will go out in the near future, and the deadline to apply is February 28, 2019 and not January 15, 2019 as earlier communicated
- The deadline to apply to hold Spring and Summer 2019 courses in the TI's spaces is January 15, 2019. Booking the TI's spaces for Fall 2019 and Winter 2020 courses will be scheduled through the Registrar's Office, and there is intent to open the TI's spaces for evening and weekend courses beginning in those terms.
- Nominations for the University of Calgary Teaching Awards are due January 23, 2019
- Adjudication for the University of Calgary Teaching and Learning Grants is underway, and the results will be announced before mid-January

9. Students' Union Report

Jessica Revington, Students' Union (SU) representative to the Committee, presented this item.

Highlights:

- The Undergraduate Research Symposium will be held on November 27, 2018. The showcase will be held in MacEwan Hall A/B from 11:00-2:00, and members of the campus community are encouraged to attend.
- The University's first Fall Break was last week. Students have expressed positive feedback overall, but some have voiced that holding the break earlier in the term would be preferable.
- The provincial government has passed Bill 19, which aligns tuition with the Consumer Price Index and freezes tuition for another year
- The deadline to apply for SU Quality Money projects is November 30, 2018
- The SU is working with the administration to ensure that changes in the Taylor Family Digital Library, in light of a newly acquired archives collection, will not result in the loss of student study spaces and group project spaces
- The SU Teaching Excellence Award classroom visits are wrapping up. In the future, nominations of instructors from Veterinary Medicine and Medicine will be encouraged, as few nominations were received from these areas this year.

The Committee discussed the timing of the Fall Break, and learned that the University is considering the feedback, but is limited as to when this break can be held. It was reported that the timing of exams in relation to the Fall Break is also being monitored.

10. Graduate Students' Association Report

There was no report.

11. October 25, 2018 Meeting Notes

The Meeting Notes for the meeting held October 25, 2018, without quorum, were circulated with the Agenda, for information only.

12. Approved 2018-2019 Teaching and Learning Committee Work Plan

The Committee's 2018-2019 Work Plan, approved by the General Faculties Council on October 11, 2018, was circulated with the Agenda, for information only.

13. Other Business

It was reported that registration for the Canadian Symposium on Academic Integrity, to be held April 17-18, 2019, at the University, will soon be open. This symposium will be the first of its kind in Canadian history, bringing together educational leaders and researchers to share knowledge and ideas about the complexities of academic integrity. The keynote speaker will be Tracey Bretag, an international expert on

educational integrity from the University of South Australia. Members of the Committee are encouraged to register for the symposium and/or attend the free pre-symposium session on the morning of April 17, 2019.

14. Adjournment

The November 22, 2018 Teaching and Learning Committee meeting was adjourned by consensus.

The meeting was adjourned at 3:52 p.m.

Susan Belcher
University Secretary