

General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 48
December 13, 2018, 2:00 p.m.

A167

Voting Members

Leslie Reid, Co-Chair
Dawn Johnston, Academic Co-Chair
Fabiola Aparicio-Ting
Jessica Ayala
Wendy Benoit – arrived during Item 4
Stephanie Hladik
Jennifer Lock
Leeanne Morrow
Nickie Nikolaou
Jessica Revington
Leighton Wilks

Non-Voting Members

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

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Regrets

Suzanne Curtin
Sandra Goldsworthy
Kent Hecker
Ian Holloway
Vera Parlac
David Paskevich
Ellen Perrault
Mary-Jo Romaniuk
U.T. Sundararaj
Daniel Wulff

Guests

Deborah Book, Legal Counsel – 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 December 13, 2018 Teaching and Learning Committee meeting be approved.

Carried

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

The Co-Chair welcomed Stephanie Hladik, Graduate Students' Association, to her first Teaching and Learning Committee meeting.

The Co-Chair and Academic Co-Chair remarked on the importance of taking care of oneself at this busy time of year, and encouraged members to also check in with colleagues and students.

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

Carried

4. Student Academic Misconduct Policy and Procedure

Documentation for this item was circulated with the Agenda. Susan Barker, Vice-Provost (Student Experience) and Deborah Book presented this item.

Highlights:

- The proponents reported that the Student Academic Misconduct (SAM) Policy will replace the SAM-related Regulations currently in the University Calendar, and noted that the SAM Procedure will ensure greater consistency in the SAM-related processes across the University. The language used in both documents is intended to add clarity.
- The proponents noted that SAM includes cheating, fabrication, falsification, plagiarism and unauthorised collaboration. The sanctions for academic misconduct include required attendance at an education session, grade reduction, course failure, probation, suspension, and expulsion from the University, and the sanction will be determined by the Dean (or designate) depending on the severity of the offense and other factors.
- Discussion included:
 - Whether the policy and procedure could apply to non-credit programs, such as those offered by the Taylor Institute for Teaching and Learning (TI), and the proponents indicated that they can investigate whether a policy and procedure could be developed for non-credit programs
 - That international students may not be aware of Canadian standards for conduct, and the proponents noted that this is why the policy allows for situations to be addressed on a case-by-case basis and that required attendance at an education session may be the appropriate discipline in some situations
 - The University has employed an Academic Integrity Coordinator, and this person can help units and others in understanding academic misconduct
 - When suspected SAM is identified, such as the misuse of a class-list in D2L, an instructor should immediately report this to the Associate Dean so that they can advise on next

steps and so that the right people can be mobilised

- The proponents noted that the University is striving to build a culture of academic integrity. Once the policy and procedure are approved, there will be broad communication about these. The University's academic integrity awareness campaign will also continue, including a presentation during Orientation Week.

5. Operating Standard for Media Recording of Students in Learning Spaces – Communication Plan

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

Highlights:

- The proponent reviewed a draft statement of notification for course outlines regarding the media recording of students in learning spaces, and reviewed a draft consent form, and noted that both of these could become templates for instructors once finalised
- The Committee discussed:
 - The reasons for recording in learning spaces, such as for lesson capture, instructor self-evaluation, student assessment, or student accommodation
 - That the course outline statement regarding recording in learning spaces will only be a required component of a course outline if applicable
 - The options available to an instructor if a student does not give consent to be recorded, such as ensuring that the camera is trained only on the instructor if he or she is recording their instruction for self-evaluation
 - The recourse available to a student if an instructor does not comply with a student's privacy wishes
 - That it is possible that an instructor might not know until a course is underway that recording will be done, and so a process for informing students outside of the course outline will need to be developed
 - That it will be necessary to define how long a recording will be retained
 - If and when a student under the age of 18 can sign a consent form
- The Committee made some suggestions for minor revisions to the language in the course outline statement and the consent form
- The proponent indicated that the consent form will continue to be developed, but that the course outline statement will now be made available for instructors to use

6. Mid-Year TLC Self-Evaluation for 2018-2019 Meeting Year

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

Highlights:

- The Co-Chair and Academic Co-Chair posed two questions to frame the Committee's mid-year self-evaluation: 1) What about the Committee's work engages the members, and 2) What could enhance the members' engagement and productivity

- During discussion, the members expressed appreciation for the welcoming environment and open dialogue at the Committee's meetings, and the clarity regarding what information the members should be taking back to their units
- The Committee discussed future presentations that could be given at its meetings, such as updates on the implementation of the Indigenous Strategy and Mental Health Strategy, and information about supplemental fees and the Universal Student Ratings of Instruction

7. Taylor Institute for Teaching and Learning Report

Documentation for this item was circulated with the Agenda. Natasha Kenny, Senior Director of the TI, presented this item.

Highlights:

- There are a number of leadership positions currently open in the TI, such as for the Director of the Educational Development Unit
- An Experiential Learning Plan for the University is in development
- Applications for the Teaching Scholars program are due February 28, 2019. Information and consultation sessions will be held in January and February.

8. Students' Union Report

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

Highlights:

- The Undergraduate Research Symposium was held November 27, 2018. The event was well attended, and over \$31,000 in prizes was distributed.
- Stress Less Week was held December 3-7, 2018. As part of the initiative, the SU handed out Stress Less Kits to students, which included items such as candy, tea, headphones, puzzles, colouring tools, motivational cards, and information about study spaces.
- The SU President attended a recent Canadian Alliance of Student Associations (CASA) meeting, at which post-secondary funding and work integrated learning were topics of discussion

9. Graduate Students' Association Report

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

Highlights:

- The GSA Vice-President (Academic) is engaged in supporting graduate students in crisis, and a new GSA financial support webpage will be online soon
- The GSA is offering feedback on the changes to the online Student Centre, which will be launched next year

- The Peer Beyond Graduate Research Symposium will be held February 22, 2019. The deadline to submit abstracts is January 9, 2019.
- The GSA President is monitoring compliance rates with respect to graduate student contracts

10. Other Business

It was reported that, starting for the Fall 2019 semester, use of the TI's classrooms will be scheduled by the Registrar's office. There will still be an application process to use the TI's classrooms, but this will be less intensive. Staff in the TI will continue to provide instructors with an orientation to these classrooms. The TI building will be open until 9:00 p.m. on weekdays and will be open on weekends, which will create opportunities to hold evening classes in the TI in the future.

11. Adjournment

The Co-Chair identified the following take-aways from the meeting:

- The Operating Standard for Media Recording of Students in Learning Spaces is approved and should be shared with colleagues. The consent form is still in development, but the course outline statement can be offered to colleagues.
- Additional feedback on the Student Academic Misconduct Policy and Procedure should be sent directly to the proponents

Moved/Seconded

That the Teaching and Learning Committee adjourn the December 13, 2018 meeting.

Carried

The meeting was adjourned at 3:39 p.m.

Susan Belcher
University Secretary