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General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 50
March 28, 2019, 2:00 p.m.   A167

Voting Members
Leslie Reid, Co-Chair
Dawn Johnston, Academic Co-Chair
Fabiola Aparicio-Ting
Jessica Ayala – arrived during Item 2
Wendy Benoit
Sandra Goldsworthy – left after Item 8
Jennifer Lock
Nickie Nikolaou – left during Item 7
David Paskevich
Elena Rangelova
Jessica Revington
Leighton Wilks

Regrets
Kent Hecker
Stephanie Hladik
Ian Holloway
Leeanne Morrow
Vera Parlac
Daniel Wulff

Non-Voting Members
Susan Barker
Patti Dyjur
Natasha Kenny
Kim Lenters
D'Arcy Moynaugh
Mary-Jo Romaniuk
Kristal Turner

Secretary
Susan Belcher

Scribe
Elizabeth Sjogren

Guests
Geoff Crowe, Associate Director - Customer Technology, Information Technologies – present for Item 6
Angelique Saweczko, Registrar – present for Item 5

The Co-Chair called the meeting to order at 2:03 p.m. and confirmed quorum.

1. **Approval of the Agenda**

Moved/Seconded

That the Agenda for the March 28, 2019 Teaching and Learning Committee meeting be approved.

Carried

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

The Co-Chair included the following in her remarks:

- Patti Dyjur, Acting Director of the Educational Development Unit, and Kim Lenters, Faculty of Graduate Studies, were welcomed to their first meeting as members of the Teaching and Learning Committee

- An event celebrating the recipients of the University's 2019 Teaching Awards will be held on April 2, 2019

- The theme of the University's 2019 Conference on Postsecondary Learning and Teaching is 'Exploring Experiential Learning', and the conference will be held April 29 to May 1, 2019

The Academic Co-Chair gave an update on the Committee's progress through its 2018-2019 workplan, and informed the Committee of some changes that will be reflected in the April and May agendas.

3. **Approval of the January 24, 2019 Minutes**

Documentation for this item was circulated with the Agenda. One revision to the Minutes was requested.

Moved/Seconded

That the Minutes of the Teaching and Learning Committee meeting held on January 24, 2019 be approved, with the requested amendment.

Carried

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4. **Appointment to the Information Asset Management Committee**

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

Highlights:

- The Co-Chair reviewed the role of the University's Information Asset Management Committee (IAMC), and reported that the Committee's current representative on the IAMC cannot complete his term

- Following discussion, the Committee decided to appoint a replacement for the member who cannot complete his term, and postpone appointing a representative to a longer term on the IAMC until the Committee's meeting in September

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Moved/Seconded

That the Teaching and Learning Committee (TLC) appoint Natasha Kenny, Senior Director of the Taylor Institute for Teaching and Learning, to the Information Asset Management Committee as the TLC representative, effective immediately, for a term ending June 30, 2019.

Carried

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5. Revisions to the Calendar Entry on Examination Regulations

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

Highlights:

- The proponents reviewed the proposed revisions to the Examination Regulations, and noted that these are intended to add clarity, align with sound pedagogical practices for learning assessment, and support the vision in the University's Mental Health Strategy

- The Committee discussed that:

  o A clearer definition of "terminal project" is needed. In relation, the Committee discussed the regulation for assessments carried out during the last days of classes, and the limit to the weighting of these assessments.

  o In-person assessments cannot take place on non-instructional days, and should be conducted during scheduled class time

  o The regulation for final examinations for students taking online and off-site courses sets out that students may be required to write a final examination onsite at a Calgary campus or at an approved invigilation centre

  o Mid-term examinations are supposed to take place during class time, and any deviation from this must be approved by the Department and indicated on the course outline

  o The University has formal procedures, separate from the Examination Regulations, that set out the steps to be followed if something unusual happens during an examination

  o A student should receive meaningful feedback prior to the withdraw deadline, but that being provided with a minimum of 30% of their final grade may not be possible for all course delivery models

  o Current thinking is that the Fall and Winter term breaks are intended to be restorative breaks and so assessments, such as take-home exams, should not be assigned during these periods

  o Any parameters for examinations, such as whether an exam will be open-book, should be noted on the course outline

  o The taking of a deferred exam appears on a student's transcript, and why this is done

- The Co-Chair remarked that discussion of these ideas will continue at future meetings

6. Classroom Technology Standards

Documentation for this item was circulated with the Agenda. D'Arcy Moynaugh, Chief Information Officer, and Geoff Crowe presented this item.

Highlights:

- The proponents reported that Classroom Technology Standards are now in development, and that they are seeking: a) advice on who should be consulted and how, and b) guidance on technology-related classroom design and management

- The Committee discussed that:

  o Full classroom standards, including consideration of square footage, orientation, and modularity, and not just standards relating to the technology within classrooms, are needed

- o The proponents should consult with campus experts, including researchers and the Learning Technologies Advisory Group, as well as a broad range of instructors, in order to capture the needs for all course delivery methods

- o The proponents should survey the broader campus community in order to solicit as much feedback as possible, and that a survey could also serve as an educational tool as the questions cold be structured in an informative manner

- o A catalogue of classrooms, including notation of any specialized infrastructure, such as a Faraday cage or oversized screens, would be useful

- In response to a question, the proponents confirmed that students will be consulted during the development of the standards

- The Co-Chair confirmed that the Committee would be keen to provide additional feedback to the proponents as the standards are developed

7. **Revisions to the Calendar Entry E.1 on Course Outlines**

Documentation for this item was circulated with the Agenda. Leslie Reid and Dawn Johnston, Associate Dean (Teaching, Learning and Student Engagement), Faculty of Arts, presented this item.

Highlights:

- The proponents reviewed the proposed revisions to the Course Outlines regulations, and remarked that these incorporate feedback received during earlier consultation

- The Committee discussed that:

  - o Including a grade conversion scale in course outlines will be useful to students

  - o Further thought should be given to the requirement to list of all of the activities in a course, including their dates, as this may not be possible in some courses, such as where activities cannot be scheduled in advance

  - o The course outline also serves as a reference to facilitate academic progress, accreditation and curriculum review processes

  - o Including the due dates in the course outline list of all the assessments in a course would be valuable to students, in particular for aligning what is due across courses, and so the Calendar entry could advise of this practice where possible

  - o Regulations specific to online and blended courses are needed

- The Co-Chair remarked that the Calendar is a living document, and that this Calendar entry content can be reviewed again next year

8. **Report on the Work of the Committee's Universal Student Ratings of Instruction (USRI) Working Group**

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

Highlights:

- The Committee was informed that its USRI working group has been populated and has begun meeting

- The presenter reported that the working group will be making recommendations to renew and modernize the University's USRI questionnaire, and to make it customizable. The working group will

also be considering the appropriate uses for student feedback, as these questionnaires are not necessarily an accurate measure of teaching, and considering the factors and biases that may impact the data collected.

- The presenter reported that the working group's next steps are to form a consultation plan, and, in particular, to speak with persons in the Faculties about their Faculty's needs

- The Committee learned that a revised USRI questionnaire will be piloted in the Winter 2020 term

9. Taylor Institute for Teaching and Learning Report

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

Highlights:

- The Committee was encouraged to share the information provided in the report in the meeting package

- An Experiential Learning (EL) unit is being created within the TI to help grow the University's leadership in this area, and an EL management platform is in development

- The TI is currently working to appoint to the following leadership positions: Director of the Educational Development Unit, Director of Experiential Education, Teaching and Learning Research Chair, and half-time academic lead for the College of Discovery, Creativity and Innovation

- The Academic Staff Certificate in University Teaching and Learning will launch in the Fall, and will be accredited by the Educational Developers Caucus of Canada

- Twenty-one recipients of the 2019 University of Calgary Teaching Awards will be honoured at the Teaching Celebration on April 2, 2019

10. Students' Union Report

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

Highlights:

- The 2019 SU elections have been held, and the elected persons are: Jessica Revington, President, Kevin Dang, Vice-President (Academic), Sadiya Nazir, Vice-President (External), Omer Mansoor, Vice-President (Operations and Finance), and Alisha Gordon, Vice-President (Student Life)

- The Students Legislative Council recently approved the SU's Open Educational Resources advocacy policy, and this can be shared with any interested members of the Committee

- The SU is working to educate students about copyright regulations and the impacts of any violations

- The recipients of the 2019 SU Teaching Excellence Awards will be celebrated at an event to be held on April 23, 2019. Any members of the Committee who would like to attend this event are asked to speak with Jessica Revington.

In response to a question, it was reported that all Deans receive the list of SU Teaching Excellence Award recipients in advance of the ceremony.

11. <u>Graduate Students' Association Report</u>

There was no report.

12. <u>Approved 2019-2020 and 2020-2021 Meeting Schedules</u>

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

13. <u>Identification of Take-aways</u>

Withdrawn.

14. <u>Other Business</u>

There was no other business.

15. <u>Adjournment</u>

Moved/Seconded That the Teaching and Learning Committee adjourn the March 28, 2019 meeting. **Carried**

The meeting was adjourned at 3:59 p.m.

Susan Belcher
University Secretary