

General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 52
May 30, 2019, 2:00 p.m.

A167

Voting Members

Leslie Reid, Co-Chair
Dawn Johnston, Academic Co-Chair
Fabiola Aparicio-Ting
Wendy Benoit
Kevin Dang
Kent Hecker
Stephanie Hladik
Leeanne Morrow
Nickie Nikolaou – arrived during Item 2
Elena Rangelova

Regrets

Jessica Ayala
Sandra Goldsworthy
Ian Holloway
Kim Lenters
Jennifer Lock
Vera Parlac
David Paskevich
Leighton Wilks

Guest

Farideh Jalilehvand, Associate Head (Undergraduate), Department of Chemistry – present for Item 5

Non-Voting Members

Susan Barker
Geoff Crowe
Patti Dyjur
Natasha Kenny
Mary-Jo Romaniuk – arrived during Item 4
Kristal Turner
Daniel Wulff

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

The Co-Chair called the meeting to order at 2:01 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the May 30, 2019 Teaching and Learning Committee meeting be approved.

Carried

2. Remarks of the Co-Chair

The Co-Chair included the following in her remarks:

- Kevin Dang, Students' Union (SU) representative, was welcomed to his first meeting, and Kristal Turner, Alberta Union of Provincial Employees representative, was thanked for her service on this occasion of her last meeting
- Dianne Gereluk, who begins her role as Dean of the Werklund School of Education on June 1, 2019, will be joining the Committee as the Deans' Council representative
- This year the Committee had influence on a variety of important items, including the revisions to the Curriculum Review Handbook and changes to the course outlines and exams regulations, and participated in dialogue relating to experiential learning

The Academic Co-Chair reminded members to find time to recharge themselves after the busy teaching year.

3. Approval of the April 25, 2019 Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Teaching and Learning Committee meeting held on April 25, 2019 be approved.

Carried

4. Review of the Revised Learning Materials Costs to Students Memo

Documentation for this item was circulated with the Agenda. Leanne Morrow, Interim Associate University Librarian for Research and Learning Services and Director of Learner Support and Engagement Services, presented this item.

Highlights:

- The proponent reported that the Learning Materials Costs to Students Memo is intended to encourage thoughtful selection of course learning resources. The proponent noted that the memo is in need of updating to clarify that the Students' Union (SU) provides funds to the Library to cover the cost of acquisition of some high-cost textbooks (not all textbooks requested for reserve), there is no longer a Provost-funded Reserve Fund to purchase textbooks for the Library, Bound and Copied is now the only Course Pack provider at the University, and the Bookstore no longer collects feedback on textbooks from students.
- The proponent reviewed statistics relating to the use of the Library's reserve collection
- The Committee discussed:
 - The procedures for borrowing the Library's reserve materials
 - That when textbooks are required, but not expressly referred to during course lectures, it is an issue for students

- That librarians can help instructors to identify, adapt, and create Open Educational Resources (OERs)
- That the University's Development and Innovation Grants stream can be used for the development of OERs
- That the relationship between self-published textbooks and conflict of interest should be discussed at a future meeting of the Committee
- The Co-Chair reported that, going forward, the memo will go out from the Provost's office, rather than under the name of the Committee, but that the Committee will continue to review the memo regularly

5. Curriculum Review – Chemistry

Documentation for this item was circulated with the Agenda. Farideh Jalilehvand presented this item.

Highlights:

- The Co-Chair remarked that the current Curriculum Review Handbook provides that the Committee will discuss Curriculum Review public reports
- The presenter reported that the Department of Chemistry's curriculum review took place from January 2016 to December 2018, and reviewed the process that was followed, the guiding questions that framed the review, and the action items that resulted. The presenter shared pamphlets that have been developed in order to facilitate understanding of the Chemistry program and provide examples of alumni experiences.
- The Committee discussed that:
 - The University's Curriculum Review Handbook sets out guidelines for a curriculum review team
 - Patti Dyjur, Educational Development Consultant within the Taylor Institute for Teaching and Learning (TI), can assist units in holding productive curriculum review discussions and with the curriculum review process
 - A thorough and productive curriculum review process, such as that experienced by the Department of Chemistry, may result in a culture within a unit of open and ongoing conversation about curriculum and program delivery
- In response to questions, it was reported that:
 - Students were involved in the curriculum review process through analysis of the National Survey of Students Engagement (NSSE) results, requests by instructors for feedback, and consultation with Chemistry majors and alumni. It was noted that the current curriculum review process requires the formal involvement of students.
 - The Department of Chemistry encountered some barriers to gathering information from alumni and employers of Chemistry graduates, including low response rates
- The Co-Chair acknowledged the Department of Chemistry's admirable efforts in conducting the curriculum review, and noted that the Committee will discuss the Department's mid-curriculum review report in two years

6. Annual Committee Performance Review and Review of the TLC Terms of Reference

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

Highlights:

- The Committee reflected upon its work this year, and observations included that:
 - The Co-Chairs' vibrant and welcoming leadership is appreciated
 - The table microphones in the meeting room should be used going forward in order to help the members hear one another
 - Members can learn from other Faculties' practices and initiatives
 - Members are encouraged to share information learned at the Committee's meetings with colleagues in their units, such as the content in the TI standing report

7. USRI Working Group Update

Leslie Reid, Vice-Provost (Teaching and Learning), presented this item.

Highlights:

- The presenter reported that:
 - The Universal Student Ratings of Instruction (USRI) Working Group has begun its broad consultation process, which will include a survey and in-person meetings
 - The consultation process will identify the University's principles for the USRI, such as learning focused and meaningful data collection, and changes to the University's USRI questionnaire will be proposed in due course

8. 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:

- There are a number of resources on the TI website to assist academic staff and units with teaching dossiers, and workshops will be offered in the future
- As part of the implementation of the Campus Mental Health Strategy, the TI is collaborating to offer the Summer Educator Wellness Series, which will conclude on August 14, 2019 with a session with the authors of "How to Be a Happy Academic"
- The TI is involved in a project to identify and acquire an enterprise platform to support Experiential Learning (EL) administration at the University
- In response to questions, it was reported that:
 - The TI has knowledgeable staff who can assist Faculties in the designing of EL classrooms

- The TI's Teaching Days will continue to be offered in August, during Block Week, but this may be reconsidered for the future
- The Teaching Days sessions are not recorded, but the TI can provide links to related resources
- The non-credit Certificate in University Teaching and Learning for academic staff, which is being launched in September, will be delivered in a blended online and classroom format

9. Students' Union Report

Kevin Dang, SU representative to the Committee, presented this item.

Highlights:

- The new SU executive members took office on May 3, 2019, and are continuing their transition and orientation. Annual planning will occur during the summer.
- A retreat will be held for the new Faculty representatives on the Students Legislative Council (SLC), and then the SLC will continue to meet over the summer
- The SU's Teaching Excellence Awards event was held on April 23, 2019
- The deadline to apply to the SU Quality Money program is November 29, 2019

10. Graduate Students' Association Report

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

Highlights:

- A by-election took place at the end of April, and Mohamed Abdelsamie was elected as the GSA's Vice-President (Academic) and Basem Halawa was elected as the GSA's Vice-President (Student Life)
- The new GSA executive members have taken office, and transition is underway

11. Identification of Take-aways

Withdrawn.

12. Other Business

There was no other business.

13. Adjournment

The May 30, 2019 Teaching and Learning Committee meeting was adjourned by consensus.

The meeting was adjourned at 3:43 p.m.

Susan Belcher
University Secretary