General Faculties Council
**TEACHING AND LEARNING COMMITTEE**
Approved Minutes

April 18, 2023, 2:00 p.m.                                                          Zoom

*Voting Members*
Leslie Reid, Co-Chair
Fabiola Aparicio-Ting – arrived during Item 2
Rebecca Archer – left during Item 5
Wendy Benoit
William Bridel
Tracey Clancy
Heather Ganshorn
Dianne Gereluk – arrived during Item 2, left during Item 5
Shaziah Jinnah Morsette
Dawn Johnston
Fabian Neuhaus
Hieu Ngo
Evaristus Oshionebo
James Steele – arrived during Item 2
Leighton Wilks

*Non-Voting Members*
Michelle Drefs
Natasha Kenny
Brenda McDermott
D'Arcy Norman
Justine Wheeler – arrived during Item 3

*Secretary*
Courtney McVie – arrived during item 4

*Scribe*
Elizabeth Sjogren

*Regrets*
Barbara Brown, Academic Co-Chair
Yani Jazayeri
Barb McCutcheon
Jennifer Markides
Trevor Poffenroth
Mary-Jo Romaniuk
Verity Turpin

*Guests*
Sandra Amin, incoming Students' Union Vice-President (Academic)
Robin Arseneault, member, CFIWG – present for Item 4
Brianne Burkinshaw, member, CFIWG – present for Item 4
Jackie Lambert, member, CFIWG – present for Item 4
Nicole Wyatt, Academic Co-Chair, Course Feedback Implementation Working Group (CFIWG) – present for Item 4

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

1. **Approval of the Agenda**

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**Moved/Seconded**

That the Agenda for the April 18, 2023 Teaching and Learning Committee meeting be approved.

**Carried**

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

The Co-Chair included the following in her remarks:

- Members were congratulated as this is the end of the Winter term

- Sandra Amin, incoming Students' Union (SU) Vice-President (Academic), was welcomed to her first Teaching and Learning Committee (TLC) meeting. Shaziah Jinnah Morsette, outgoing SU Vice-President (Academic), and James Steele, outgoing Graduate Students' Association (GSA) Vice-President (Academic), were acknowledged on this occasion of their last TLC meeting.

3. **Approval of the March 14, 2023 Meeting Minutes**

Documentation was circulated with the Agenda.

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**Moved/Seconded**

That the Minutes of the Teaching and Learning Committee meeting held on March 14, 2023 be approved.

**Carried**

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4. **Work Update from the Course Feedback Implementation Working Group**

Documentation was circulated with the Agenda. Leslie Reid, Vice-Provost (Teaching and Learning) and Co-Chair of the Course Feedback Implementation Working Group (CFIWG), Nicole Wyatt, Academic Co-Chair of the CFIWG, and CFIWG members Wendy Benoit, Carla Bertsch, Brianne Burkinshaw, Shaziah Jinnah Morsette, Jackie Lambert, Erin Spring, Aruna Srivastava, James Steele, Fouzia Usman, and Justine Wheeler, and Robin Arseneault presented this item.

Highlights:

- The presenters provided an update on the work of the CFIWG, which has included an environmental scan and considering the new name of the University's survey, the questions, the survey design, and how the system will work. The presenters noted that companion initiative to move to a new feedback software, Explorance Blue, is underway. The presenters reported that the CFIWG has discussed:

  o The new survey name should make clear that information is being sought about a student's experience in the course, not their overall program, and that the survey name acronym should be reasonable

  o From a student perspective, there should be a single survey. The survey would have components: core University questions, Faculty questions, and optional instructor

questions.

- o Because students may be doing five of these surveys per semester, the survey should have a total length of 10-16 questions. The questions could be distributed as 5-8 core questions, 5-6 Faculty questions, and 0-2 instructor questions.

- o The core University questions could have five themes (feedback on learning, learning skills, learning outcomes, learning environment, and application of learning) and would apply to every type of course. The Faculty questions could be more directed.

- o Explorance Blue has a bank of questions that can be drawn on

- In response to questions, it was reported that:

  - o The CFIWG spent its first two meetings studying the predecessor Universal Student Ratings of Instruction (USRI) Working Group's report, and it is clear that a new name, flexible structure, and accessible and digital format of the course survey is needed

  - o The core University questions that the CFIWG is proposing will be piloted with a diverse group of students to ensure that the questions are being interpreted as intended. The survey will have a preamble that will set out the purpose of the survey and what students are being asked to focus on.

  - o The core University questions could be qualitative in nature

  - o The CFIWG will not be proposing the specific Faculty or instructor questions, the CFIWG will only be proposing the number of questions that will be permitted.

  - o It is possible that the General Faculties Council (GFC) might decide not to have any core University questions as part of the survey. There is a range of survey structures across the U15.

  - o The titles of the core University question themes will likely not be presented to students within the survey. These titles are currently being used as a way of keeping track of categories as the new survey is developed.

  - o There are a variety of types of questions in the Explorance Blue bank, and these are customisable

  - o Reporting from Explorance Blue can be customised, such as it can be set up so that answers to the instructor questions can be provided to the instructor only, but this would likely be an institutional or Faculty decision

  - o It is expected that a document will be approved by the GFC that will describe details including how questions will be chosen and how results will be reported

  - o The University will be able to learn from peer institutions that are already using Explorance Blue.

  - o It will take some time to fully implement the new survey. Some institutions have taken more than five years to do this.

- Discussion included:

  - o A drawback of the USRI survey was that a student could fixate on an issue or grievance and not communicate about their learning. It will be important to ensure that students understand the purpose of the survey.

  - o A question around the relevance of the student's learning could fit within the 'application of learning' theme

- o It is hoped that the responses to the survey will inform teaching, and so offering units a bank of customisable questions would allow for the selection of useful questions

- o The name of the 'feedback on learning' theme is not particularly meaningful. Questions under this theme could be a mix of quantitative or qualitative, depending on what is considered to be more valuable.

- o Once the number and nature of any core University questions are set, Faculties and instructors will be able to set complementary questions as suits their needs

- o Keeping the number of core University questions fewer (5-6 rather than 5-8) would allow Faculties and instructors to have more questions

- o Some Departments and programs may want to add questions too. The presenters indicated that the "Faculty questions" component they are describing is meant to be broken down into Faculty, Department, and program questions as seen fit.

- o Instructors may need guidance on what is an appropriate question to add to the survey

- It was reported that the TLC will discuss this subject again at its next meeting, including consideration of some proposed core University questions

## 5.  Teaching and Learning Round Table Discussion

The TLC was given an opportunity to discuss matters currently impacting teaching and learning, and discussion included that:

- Clear guidance around the use of technology for final exams is needed, including what to do if a student encounters technical difficulties during an exam. This is also an equity issue, as some students may not have a device or multiple devices to utilize during an exam.

- Feedback on the first draft of the University's new Strategic Plan was discussed, including that there is not much content relating to teaching and learning, mental health, accessibility, and inclusion. The creation of University-wide mandatory courses is a good idea, but the proposed topics are questioned. The Strategic Plan could be anchored in the University's strengths moving us forward from the pandemic. It was reported that the next draft of the Strategic Plan is imminent and may address some of the TLC's concerns, and that there are still several avenues to provide feedback on the document.

- The international student population is increasing, but there is no funding to increase supports for these students

## 6.  Taylor Institute for Teaching and Learning Report

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

Highlights:

- The recipients of the 2023 UCalgary Teaching and Learning Grants have been announced. This program has facilitated meaningful change in teaching and learning across the University, and cross-disciplinary collaborations have developed because of this program.

- The Conference on Postsecondary Learning and Teaching is being held April 26-28, 2023

- The Teaching Academy has published a new guide about fostering student success in online courses

## 7.  Graduate Students' Association Report

James Steele, GSA member of the committee, presented this item.

Highlights:

- The GSA's Teaching and Learning Awards have been adjudicated, and the recipients will be announced at a gala being held on April 26, 2023
- The transitioning to the new GSA executive team has been shifted to first two weeks of May

## 8.  Students' Union Report

Shaziah Jinnah Morsette, SU member of the committee, presented this item.

Highlights:

- The SU's Teaching Excellence Awards celebration will be held on April 19, 2023
- The SU's Colour Night (the ceremonial transitioning to the new council) will be held on April 28, 2023, with the team officially starting in their roles on May 1

## 9.  Approved GFC and GFC Standing Committees Meeting Schedules for 2023-2024 and 2024-2025

The approved GFC and GFC standing committees meeting schedules for 2023-2024 and 2024-2025 were provided for information.

## 10. Other Business

There was no other business.

## 11. Adjournment

The April 18, 2023 Teaching and Learning Committee meeting was adjourned by consensus.

The meeting was adjourned at 3:47 p.m.

Courtney McVie
University Secretary