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**Teaching and Learning Committee (TLC) Annual Report for General Faculties Council  
2024-2025**

**DATE:** May 7, 2025

**SUBMITTED BY:** Charles Hepler, TLC Chair

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### **SUMMARY OF ACTIVITIES AND OUTCOMES**

TLC continued to work on clarifying its roles and responsibilities. This included direct discussion as well as gathering information on governance of Teaching and Learning activities in other parts of the institution. For example, we received updates from the Generative Artificial Intelligence in Teaching and Learning (AI) Working Group and discussed how best TLC can interact with and support the work of that group.

TLC received a request to look at course outline templates. This task was delegated to the group of Associate/Vice Deans who build and distribute course outlines at the Faculty level.

### **MATTERS FOR FUTURE CONSIDERATION**

The single largest item that TLC worked on was clarification of the roles and responsibilities of TLC. We had multiple discussions and heard from several stakeholders and now have formulated a plan to bring forward to GFC and other associated stakeholders at the beginning of next year. Our plan includes recommendations to have the pathways for the approval of documents such as peer evaluation forms to include TLC.

### **COMMITTEE MEMBERSHIP**

Charles Hepler	GFC Academic Staff Member, CHAIR
Karim Dharamsi	Vice-Provost, Academic, VICE-CHAIR
Meagan Bowler	Dean, University Library
Christian Cook	Director, Academic Development Centre (ADC)
Andrew Goodmanson	Manager, Learning Technologies (ADC)
Kelly Williams-Whitt	Dean Representative
Gaye Warthe	Associate Dean/Vice Dean responsible for teaching and learning
Ademola Adesola	GFC Academic Staff Member (Arts)
Neil Brigden	GFC Academic Staff Member (Business, Communication Studies & Aviation)
Julie Boone	GFC Academic Staff Member (Health, Community and Education)
Maryam Elahi	GFC Academic Staff Member (Science and Technology)
Alice Swabey	Academic Staff Member (University Library)
Dimitra Fotopoulos	Continuing Education Representative

Kristin Fulton                  Student Affairs Representative

Ayden Ali                         Student Representative

Meekena Erkin *(May)*

Fiona Chetty                    Student Representative  
*(until April)*

#### Resources

Katharine Barrette            Associate Dean/Vice Dean responsible for teaching and learning

Adam Cave                      Associate Dean/Vice Dean responsible for teaching and learning

David Hyttenrauch            Associate Dean/Vice Dean responsible for teaching and learning

Sarah Hewitt                   Associate Dean/Vice Dean responsible for teaching and learning

Mark Hiebert                   Designate for CIO and AVP, Information Technology Services

Sheena Dyer                    Assistant University Secretary, GFC, RECORDING SECRETARY

#### **SUMMARY OF MEETINGS**

1. September 26, 2024
2. October 31, 2024
3. December 5, 2024
4. February 27, 2025
5. April 3, 2025
6. May 1, 2025

*For additional information and meeting minutes, visit the [TLC](#) webpage.*