

TEACHING AND LEARNING COMMITTEE MEETING

May 12, 2022

VIRTUAL

IN ATTENDANCE:

Christian Cook	CHAIR, GFC Academic Staff Member
Michael Quinn	VICE-CHAIR, Vice-Provost and AVP, Academic
Meagan Bowler	Dean, University Library
Amanda Veinotte	Manager, Learning Technologies (ADC)
Shane Gannon	Associate Dean responsible for teaching and learning
Brenda Lang	GFC Academic Staff Member (Business and Communication Studies)
Katharine Barrette	Academic Staff Member (University Library)
Luciano Santos	Academic Staff Member (Teaching & Learning)
David Clemis	GFC Academic Staff Member (Arts)
Yasmin Ahmed	Student Representative

Resources

Jim Silovs	Associate Dean responsible for teaching and learning
Gaye Warthe	Associate Dean responsible for teaching and learning
Ian Watson	Designate for CIO and Associate Vice-President, Information Technology Services
Melanie Rathburn	Associate Dean responsible for teaching and learning
Kathy Homer	RECORDING SECRETARY, Assistant University Secretary, Board

NOT IN ATTENDANCE:

Catharine Lindland	Student Affairs Representative
Luis Rios	Student Representative
Brad Mahon	Dean Representative
Mohamed El Hussein	GFC Academic Staff Member (Health, Community and Education)

C. Cook, Chair, called the meeting to order at 3:03 p.m. and confirmed quorum.

APPROVAL OF AGENDA

Moved and seconded:

THAT the Agenda for the May 12, 2022 Teaching and Learning Committee meeting be approved with the inclusion of the Distinguished Faculty Awards - Financial Award in New Business.

Motion carried

APPROVAL OF MEETING MINUTES

Moved and seconded:

THAT the Minutes of the April 21, 2022 Teaching and Learning Committee meeting be approved.

Motion carried

Business Arising from the Minutes

There was no business arising from the minutes.

REVIEW OF SYLLABUS GUIDELINES

The Committee reviewed the Syllabus Guidelines presented within the meeting package. Additions were made to the document following a formal review by an APCC member (S. Gannon). The following background information was provided:

- In May 2021, GFC approved the Syllabus Guidelines.
- TLC's role is to annually review and confirm that the correct policies are reflected in the document that is housed in ADC.
- Following TLC approval of the Syllabus Guideline updates, it will be provided to ADC for annual distribution.

Moved and seconded:

THAT the Teaching and Learning Committee approve the revised Syllabus Guidelines.

Discussion:

- An editorial change will be made to Point 6 in the "Recommended Inclusions" section - "must" will be replaced with "should" for consistency.

Action Item:

- *Following the GFC May 20, 2022 meeting where revisions to the Grades and Examinations Policies and Procedures are to be considered, the Syllabus Guidelines may need to be reviewed to ensure any changes are reflected in the Syllabus Guidelines.*

Motion carried**APPROACHES TO INCREASING STUDENT RESPONSE RATES FOR SEIs**

The Committee discussed ways to increase student response rates for SEIs:

- Instructors could give students specific examples of how their practice has changed as a result of the SEI feedback.
- Schedule time in a designated space in class to provide feedback.
- Evaluate every course.
- Work with the Students' Association to help engage other students and inform them on the value of SEIs.

The Committee noted it is a "Student Perception of Teaching" rather than the "Student Evaluation of Instruction". Discussion ensued that SEIs be eliminated and a different approach to allow for feedback be developed with the understanding that collective agreement would require an update.

PEER EVALUATION OF TEACHING FORMS

The "Temporary Peer Evaluation of Teaching forms for use during the COVID-19 Pandemic", located on the myMRU Faculty tab, were brought up as a housekeeping item. As this group has purview over the forms, a recommendation was made to remove them from the website and store them for future use.

ACTION: This housekeeping item will be reviewed at the next meeting.

TLC CHARTER REVISIONS

The TLC Charter revisions were presented to the Committee for deliberation. The Committee considered including the subcommittee directly within the charter, but agreed to include the subcommittee work annually within the annual working plan.

Moved and seconded:

THAT the Teaching and Learning Committee recommend approval of the revised Teaching and Learning Committee Charter to the Executive Committee.

Motion carried

WORKING GROUP UPDATES

Learning Management System

The working group expressed gratitude to those who helped with the project. It was reported that the project is going well, single sign-on was enabled and that a learning area, with resources gathered for information on the system, was created.

Celebrate! Event

The Celebrate! Event took place on May 4-5 and the working group reported that it was highly successful. Gratitude was expressed to the organizing committee. Discussion ensued regarding the timing of the event and a suggestion was made to move it to the fall to allow for the inclusion of the celebration of tenure and promotion.

Future for Online Teaching Approaches/Strategy

The working group provided an update on the keynote presentation at the MRFA retreat. One more meeting in early June is scheduled to get a head start on next year.

REPORTS

Committee Chair Report

There was no Chair report.

The Committee reviewed the draft Annual Report and were in support of the document going forward to GFC.

Report from the Senior Administrator to the Committee

M. Quinn updated the Committee on the status of his position. He noted that arrangements are being made for

an Interim AVP Research, Scholarship and Community Engagement with an announcement coming near the end of May. He added there is no news on the Vice Provost, Academic (Teaching and Learning) side of his role.

NEW BUSINESS

The Committee discussed the Distinguished Faculty Award (DFA). It was reported that for the last two cycles, no funding was provided to recipients. There is now budget that could be reinstated in the next cycle. The Charter for DFA acknowledges this group as responsible for awards to faculty and this Committee Charter does as well.

Because the requirements did not change to receive an award, the Committee agreed that funding should be provided for consistency. The Committee was in support of reinstating the cash award retroactively. M. Quinn will make this recommendation and will request that the budget be moved from Human Resources to the Vice-Provost, Academic's budget for management.

Those leaving the committee were recognized and thanked for their contributions.

ADJOURNMENT

4:12PM