TEACHING AND LEARNING COMMITTEE
November 13, 2025 at 3pm – 5pm
University Boardroom A341

IN ATTENDANCE:

Michelle Yeo	GFC Academic Staff Member, CHAIR
Karim Dharamsi	Vice-Provost, Academic, VICE-CHAIR
Meagan Bowler	Dean, University Library
Andrew Goodmanson	Manager, Learning Technologies (ADC)
Kelly Williams-Whitt	Dean Representative
Nancy Ogden	Associate Dean/Vice Dean responsible for teaching and learning
Lavinia Moldovan	GFC Academic Staff Member (Arts)
Sarah Hamilton	GFC Academic Staff Member (Health, Community and Education)
Christina Lovestone	Continuing Education Representative
Kristin Fulton	Student Affairs Representative
Celine Dixon	Student Representative

Resources

Giuliana Harvey	Associate Dean/Vice Dean responsible for teaching and learning
Melanie Rathburn	Associate Dean/Vice Dean responsible for teaching and learning
Sheena Dyer	Assistant University Secretary, GFC, RECORDING SECRETARY

Guests

Meekena Erkin	SAMRU VP, Academic
Michelle Hu	AVP & Chief Information Officer, Information Technology Services

NOT IN ATTENDANCE:

Neil Brigden	GFC Academic Staff Member (Business, Communication Studies & Aviation)
Nick Strzalkowski	GFC Academic Staff Member (Science and Technology)
Alice Swabey	Academic Staff Member (University Library)
Sabrina Acosta	Student Representative

The Chair called the meeting to order at 3:00PM.

1. **Approval of Agenda**
   Moved and seconded:
   THAT the Agenda for the November 13, 2025 Teaching and Learning Committee meeting be approved.

   Discussion:
   ● Some agenda items will be addressed earlier in the meeting.
   Motion carried

2. **Approval of Meeting Minutes**
   2.1. **Minutes from October 2, 2025**
      Moved and seconded:

> **THAT** the Minutes of the October 2, 2025 Teaching and Learning Committee meeting be approved.
> ***Motion carried***

2.2. Business Arising from the Minutes
There was no business arising from the minutes.

3. Draft TLC 2025-26 Annual Plan
The draft TLC 2025-26 Annual Plan was reviewed and finalized.

5.2. Experiential Learning Steering Committee (ELSC)
K. Dharamsi, Chair of ELSC, shared an update on the committee's recent work and full-day retreat.

5.3. General Education Steering Committee (GESC)
K. Dharamsi, Chair of GESC, shared an update on the committee's recent work.

5.4. Update from the Senior Administrator to the Committee
K. Dharamsi informed the committee that the SPOT Annual Report is still being finalized and is forthcoming to TLC.

4. Framework for Responsible AI – Presentation for feedback (AI Steering Group)
Meagan Bowler and Michelle Hu, Co-Chairs of the AI Steering Group, shared the draft *Framework for Responsible AI* for feedback and advice. Comments and suggestions provided by the committee were discussed, and the Co-Chairs provided clarifications regarding the group's role and aspects of the Framework.

5. Updates and Reports:
5.1. Generative Artificial Intelligence in Teaching & Learning (AI) Working Group
M. Yeo, Chair of the AI Working Group, shared an update on the group's recent work and focus for upcoming meetings, and responded to questions about areas this group will be looking at. TLC will be included in relevant consultations from this group.

5.5. Committee Chair Report
A copy of the previous Committee Chair's Report to GFC was provided for information.

6. New Business
There was no new business.

7. Adjournment   4:07PM