

**TEACHING AND LEARNING COMMITTEE MEETING**

**November 25, 2021**

**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)
Mohamed El Hussein	GFC Academic Staff Member (Health, Community and Education)
Trevor Day	GFC Academic Staff Member (Science and Technology)
Luciano Santos	Academic Staff Member (Teaching & Learning)
Katharine Barrette	Academic Staff Member (University Library)
Yasmin Ahmed	Student Representative
Luis Rios	Student Representative

Resources:

Jim Silovs	Associate Dean responsible for teaching and learning
Gaye Warthe	Associate Dean responsible for teaching and learning
Melanie Rathburn	Associate Dean responsible for teaching and learning
Ian Watson	Designate for CIO and AVP, Information Technology Services
Sheena Jensen	RECORDING SECRETARY, Assistant University Secretary, GFC

**NOT IN ATTENDANCE:**

Brad Mahon	Dean Representative
Cheryl Techentin	GFC Academic Staff Member (Arts)

C. Cook, Chair, called the meeting to order at 3:00 p.m. and confirmed quorum.

**APPROVAL OF AGENDA**

**Moved and seconded:**

**THAT** the Agenda for the November 25, 2021 Teaching and Learning Committee meeting be approved.

***Motion carried.***

**APPROVAL OF MEETING MINUTES**

**Moved and seconded:**

**THAT** the Minutes of the October 28, 2021 Teaching and Learning Committee meeting be approved.

***Motion carried.***

**Business Arising from the Minutes**

There was no business arising from the minutes.

**ITEMS FOR DISCUSSION****Syllabus Guidelines Recommendations – Update and Next Steps**

A proposed way forward for the GFC-approved Syllabus Guidelines recommendations was presented to the GFC Executive Committee on November 17, 2021 for advice on how to proceed. It was reported that EC agreed that TLC has completed their mandate and role on work related to the approved Syllabus Guidelines and that TLC provides the "Syllabus Guideline Recommendations – Possible Paths Forward" to GFC for comment to passing along to Management.

In response to a concern that this may further delay timing of implementation of the guidelines, M. Quinn explained that he will take the information to Provost's Council for initial discussion to begin moving this forward, as well.

**WORKING GROUP UPDATES****Learning Management System**

C. Cook and M. Quinn provided updates on the LMS project and data migration process. Questions and concerns were responded to about the data migration process, including communication plans and seeking input from faculty members for consideration of potential issues. It was explained that a website will also be created for information and updates on the LMS project.

**Celebrate! Event**

No new updates, as the group has not met since the last TLC meeting.

**Future for Online Teaching Approaches/Strategy**

The working group provided an update on potential deliverables they have identified to prioritize and work on this year, and that their next meeting will be to identify short- and long-term goals to focus on. It was clarified that the aim is to reflect on learnings during the COVID-19 pandemic and what opportunities there may be for students, such as flexibility. The importance of ensuring the working group stays within this focus was discussed.

**REPORTS****Committee Chair Report**

C. Cook gave an update on the Academic Development Centre and continues to welcome input from faculty members on how ADC can continue to support faculty.

**Report from the Senior Administrator to the Committee**

M. Quinn gave a brief update on the dual credit offerings in Indigenous studies with the Calgary Board of Education and responded to questions.

**ITEMS FOR INFORMATION**

The TLC Annual Plan 2021-22 was received for information.

**NEW BUSINESS**

There was no new business.

**ADJOURNMENT**                      **4:08PM**