

**TEACHING AND LEARNING COMMITTEE**  
**October 27, 2022 at 3pm – 5pm**  
**University Boardroom A341**

**IN ATTENDANCE:**

Christian Cook, GFC Academic Staff Member, CHAIR  
Kenna Olsen, Designate for Vice-Provost, Academic, VICE-CHAIR  
Meagan Bowler, Dean, University Library  
Amanda Veinotte, Manager, Learning Technologies (ADC)  
Kelly Williams-Whitt, Dean Representative  
Shane Gannon, Associate Dean responsible for teaching and learning  
Cheryl Techentin, GFC Academic Staff Member (Arts)  
Brenda Lang, GFC Academic Staff Member (Business and Communication Studies)  
Gaye Warthe, GFC Academic Staff Member (Health, Community and Education)  
Luciano Santos, Academic Staff Member (Teaching & Learning)  
Katharine Barrette, Academic Staff Member (University Library)  
Yasmin Ahmed, Student Representative

Resources

Adam Cave, Associate Dean responsible for teaching and learning  
Sheena Jensen, Assistant University Secretary, GFC, RECORDING SECRETARY

Guests

Michelle Yeo, Director, Mokakiiks Centre for SoTL and Professor, Academic Development Centre

**NOT IN ATTENDANCE:**

Haroon Chehade, Student Representative  
Robin Randall, Student Affairs Representative

The Chair called the meeting to order at 3:03pm and confirmed quorum.

**1. Approval of Agenda (*motion*)**

***Moved and seconded:***

**THAT** the Agenda for the October 27, 2022 Teaching and Learning Committee meeting be approved, as amended to add an item under New Business related to teaching evaluation forms.

***Motion carried, as amended***

**2. Approval of Meeting Minutes**

2.1. Minutes from October 6, 2022 (*motion*)

***Moved and seconded:***

**THAT** the Minutes of the October 6, 2022 Teaching and Learning Committee meeting be approved, as presented.

***Motion carried***

2.2. Business Arising from the Minutes

There was no business arising from the minutes.

**3. Temporary Peer Evaluation of Teaching Forms (motion)*****Moved and seconded:***

**THAT** the Teaching and Learning Committee recommends to GFC that the Temporary Peer Evaluation Forms for use during the COVID-19 Pandemic be removed from use, effective January 4, 2023.

## Discussion:

- Background information was provided about the creation of the COVID-19 pandemic temporary forms in December 2020
- It was explained that other forms to use to evaluate online teaching can be used by instructors who are teaching remotely because of the COVID-19 pandemic, so the removal of these forms would not impact those instructors
- As there are instructors still teaching online for this reason, it was suggested the forms be removed at the end of this semester instead of in the middle of the semester
- It was understood that this needs to be recommended to GFC, as TLC was delegated by GFC to approve the creation of these forms
- In response to a question, it was clarified that on the standard forms there is a section that can be used for providing context for special circumstances

(Discussion was paused for Item 4)

*M. Yeo joined the meeting. K. Olsen (Vice-Chair) chaired the Item 4 discussion.*

**4. ADC Non-Standard Instrument Review (motion)*****Moved and seconded:***

**THAT** the Teaching Academic Development Centre Non-standard Instrument review be recommended to GFC for approval.

## Discussion:

- M. Yeo summarized the review of non-standard instrument for ADC in the meeting package
- It was noted that there are various non-standard instruments in other programs
- Comments were made in support of the review
- As necessary, editorial changes would be made (not requiring TLC approval) to the form to align with any changes made to SPoTs, such as removing comment boxes throughout the form to have only one comment box

***Motion carried***

*M. Yeo left the meeting. C. Cook chaired the remainder of the meeting.*

**3. Temporary Peer Evaluation of Teaching Forms (motion)**

*(Discussion resumed)* It was agreed to amend the main motion so that the effective date for the removal of the forms would be January 4 2023: **THAT the Teaching and Learning Committee recommends to GFC that the Temporary Peer Evaluation Forms for use during the COVID-19 Pandemic be removed from use, effective January 4, 2023.**

***Motion carried, as amended.***

**5. Draft Annual Plan for GFC (for review)**

The draft TLC 2022-23 Annual Plan for GFC was reviewed. Preliminary discussion took place on revising the name of the working group for “Future for Online teaching Approaches/Strategy”.

**6. Working Group Updates****6.1. Working Group Memberships**

The working group membership list was reviewed.

The following working group discussions focused on guidance/items for consideration for their work:

**6.2. Celebrate! Teaching and Learning Event**

- Select a date for the full-day event in consideration of other large institutional events and the time of year

**6.3. Future for Online Teaching Approaches/Strategy**

- Revise the group name to provide clarity on the focus of work that will be done this year; suggestions included: “Best practices for online teaching approaches/strategy” and “Exploration of best practices for online teaching approaches/strategy”
- What other work is being done at Mount Royal in this area; not to duplicate the work of ADC
- Look at best practices at other institutions, including models used, and support for operational/procedural related matters with the delivery of online courses (not pedagogy)
- That the focus is different than remote teaching during the pandemic, and consider that no decision has been made about online teaching at MRU
- Continuation of the work the group had done last year; too early to determine if any sort of recommendation would be developed by the end of the academic year

**6.4. Learning Management System**

- Focus on features available in the new LMS, or gather information on what users would like to be able to do with/use the new system for
- Identifying problems faculty are having (might wait until after the first year of use)
- Explore opportunities for text matching; depends upon a direction about matching software for MRU

**6.5. Syllabus Guidelines Annual Review**

- Review draft updates to the Syllabus Guidelines (working group meeting on November 7)
- Updates focus on reflecting recent changes made in policy
- Per legal advice received, “turnitin.com” would be incorporated in this document if it existed in policy

**7. Committee Chair Report**

C. Cook shared updates from the Academic Development Centre.

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

No report.

**9. New Business**

9.1. Teaching Evaluation Forms

An item was brought forward and discussed about an issue related to Equity, Diversity and Inclusion that the MRFA was made aware, where a section of a Teaching Demo Evaluation Form (used during the interview process) was not in line with Article 28 – *Evaluation of Teaching* of the Mount Royal Faculty Association Collective Agreement. The request was that TLC look at teaching evaluation forms with an EDI lens where this ableist language is used: “distracting mannerisms”.

**ACTION:** The TLC Chair will look into this matter to gather more information to assist TLC in understanding their oversight of this matter and how to proceed.

**10. Adjournment 5:01PM**