

**TEACHING AND LEARNING COMMITTEE MEETING**

**October 28, 2021**

**VIRTUAL**

**IN ATTENDANCE:**

Christian Cook	CHAIR, GFC Academic Staff Member
Michael Quinn	VICE-CHAIR, Vice-Provost and AVP, Academic
Amanda Veinotte	Manager, Learning Technologies (ADC)
Brad Mahon	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)
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)
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
Leona LaChance	CIO and AVP, Information Technology Services
Sheena Jensen	RECORDING SECRETARY, Assistant University Secretary, GFC

**NOT IN ATTENDANCE:**

Yasmin Ahmed	Student Representative
Meagan Bowler	Dean, University Library
Patricia Pardo	Student Affairs Representative

C. Cook, Chair, called the meeting to order at 3:11 p.m. and confirmed quorum.

**APPROVAL OF AGENDA**

**Moved and seconded:**

**THAT** the Agenda for the October 28, 2021 Teaching and Learning Committee meeting be approved.

- *Item 3.1. Syllabi Guidelines Implementation Working Group – Motions to GFC to Ensure Implementation*  
The Chair explained that the discussion of this item be framed to focus on how to implement the recommendations that are appropriate to and within TLC's purview. TLC does not have the authority to direct the work of any other body. There was agreement to keep this item on the agenda to consider how TLC can best support next steps.

***Motion carried.***

## APPROVAL OF MEETING MINUTES

### Moved and seconded:

THAT the Minutes of the September 30, 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 RECOMMENDATION

### Syllabi Guidelines Implementation Working Group – Motions to GFC to Ensure Attachment Implementation

The Syllabus Guidelines Implementation working group looked at the GFC-approved recommendations for course syllabi to decide which body would be the best group to implement the recommendations and presented a document in the meeting package with motions for TLC to consider recommending to GFC that proposed a way forward. Several recommendations were identified as requiring guidance with implementation. It was clarified that these groups identified within the document for each recommendation were suggestions for who the group thought may be best suited to get the respective work done and were not meant to be authoritative.

Discussion took place on clarifying whether or not TLC would have to go back to GFC for further approval to move the recommendations forward, or if TLC was only expected to keep GFC up to date on the progress. Discussions also considered the language used within the proposed document that may need amending so as not to come across as directing work of other bodies. There were concerns raised and discussed about whose responsibility it was to implement the recommendations, and if it should have been GFC (via the Executive Committee).

Because GFC already approved the recommendations, the discussion was refocused on how the work should get done with TLC taking the initiative to move forward with next steps. As no work had been done yet to date, TLC members discussed suggestions about how they can support the work of implementing the recommendations with consideration of the path forward presented by the working group. Suggestions included seeking a formal delegation by EC for TLC to move forward with next steps or if it should be the Senior Administrator to TLC to do this work.

Following the discussions, TLC did not accept the working group's item as presented in the meeting package. Instead, TLC reached consensus that the Chair of TLC would reach out to the GFC Executive Committee, rather than the full GFC, to offer their support and seek an endorsement from EC to move next steps forward. The document provided to TLC by the working group will be amended to align with the discussion that TLC is suggesting anticipated stakeholders/subject matter experts to connect with as a possible path forward for each of the recommendations. The Chair will compile this into a briefing note for EC and include the amended document for EC's consideration should they choose to move forward in another way. M. Quinn will also bring this forward to Provost's Council for their input. TLC will await further direction from EC and feedback from Provost's Council.

In terms of the suggestions made in the document, it was noted that the specific contact for the Student Affairs Office be Chris Rogerson, Executive Director, Student Affairs. Some of the sections still require further identification of the right office or person(s) to best implement the recommendation.

Clarification was also provided about any programs with exceptions explaining that this is a way to start the process and those details will still have an opportunity to be addressed. It should be made clear that these are guidelines only and that exceptions can be expected.

## ITEMS FOR DISCUSSION

### Round-Table Working Group Updates

#### Learning Management System

C. Technitin, Chair of the working group, gave an update from their first meeting. The project manager had attended to answer questions, and the proposed timelines of the project were shared. The working group will support the LMS Project Steering committee as needed. It was acknowledged that faculty and students need to receive updates on the process to alleviate their concerns and anxieties with the new LMS implementation. It was added that the RFP has been posted.

C. Cook updated the committee that Leona LeChance, CIO and AVP, Information Technology Services, resigned. An interim representative from IT will be appointed to fill her resource role on TLC. Members thanked Leona for her contributions to this project, the TLC, and the University overall.

#### Celebrate! Event

(*Save the date: May 4 & 5, 2022*)

C. Cook gave an update on the working group's first meeting and will be communicating the Save the Date for the event. Preliminary discussions occurred about holding the event with a blend of virtual and in-person. The group welcomes suggestions for the theme and guest speakers.

#### Future for Online Teaching Approaches/Strategy

A draft summary of goals for the Future of Online Teaching working group was shared with TLC to seek feedback. Consultation with the MRFA was suggested as an important part of their information gathering to ensure compliance with the MRFA/MRU BoG Collective Agreement. This was confirmed as a priority for the group. Next steps for the group are to articulate and prioritize long and short term deliverables.

## REPORTS

### Committee Chair Report

The Chair shared updates on activities and job opportunities within the Academic Development Centre.

### Report from the Senior Administrator to the Committee

M. Quinn provided the following report and responded to questions:

- After several years of preliminary work, MRU will be moving forward with a Dual Credit offering in Indigenous Studies with the Calgary Board of Education. The initiative was ceremonially launched with a

Pipe Ceremony conducted by Elder Miksika'am. Vicki Bouvier will be the instructor for the course to be offered for the first time in the Winter 2022 semester.

- MRU will be moving to a new Learning Management System (LMS) in 2022. The move to a new LMS will not include a utility to manage tenure and promotion dossiers. LMS products are not designed for this purpose and there are far more efficient and effective alternatives to provide a secure and user-friendly platform to manage tenure and promotion files and the workflow of the tenure and promotion processes. The selected system, RPT, is a module developed by Interfolio, the vendor for F-180. The tool is designed specifically for tenure and promotion processes. RPT can be integrated with F-180 to facilitate ease of file movement between the systems and will provide consistency with the software interface for faculty members. The system is currently being piloted for the current round of sabbatical applications. The next phase will be to manage the upcoming application process for the promotion to Full Professor. The relatively small number of files and the lack of data migration will provide a good opportunity to refine our use of the system and provide direct support to the applicants. RPT will then be launched for the pre-tenure processes. This phase will include data migration supported through the ADC and ITS. Training and support will be provided through the Sandbox in the ADC.

## **NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

**4:51PM**