

TEACHING AND LEARNING COMMITTEE

September 28, 2023 at 3pm – 5pm

University Boardroom A341

IN ATTENDANCE:

Nancy Ogden	GFC Academic Staff Member, CHAIR
Karim Dharamsi	Vice-Provost, Academic, VICE-CHAIR
Meagan Bowler	Dean, University Library
Christian Cook	Director, Academic Development Centre (ADC)
Andrew Goodmanson	Manager, Learning Technologies (ADC)
Kelly Williams-Whitt	Dean Representative
Lavinia Moldovan	GFC Academic Staff Member (Arts)
Brenda Lang	GFC Academic Staff Member (Business and Communication Studies)
Gabrielle Broitman–Levandovsky	Academic Staff Member (Teaching & Learning)
Alice Swabey	Academic Staff Member (University Library)
Kristin Fulton	Student Affairs Representative
Luis Rios	Student Representative
Marwaa Tahir	Student Representative

Resources

Gaye Warthe	Associate Dean responsible for teaching and learning
Melanie Rathburn	Associate Dean responsible for teaching and learning
Sheena Dyer	Assistant University Secretary, GFC, RECORDING SECRETARY

NOT IN ATTENDANCE:

Liza Choi	GFC Academic Staff Member (Health, Community and Education)
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The Chair called the meeting to order at 3:03p.m.

1. Approval of Agenda

Moved and seconded:

THAT the Agenda for the September 28, 2023 Teaching and Learning Committee meeting be approved.

Motion carried

2. Approval of Meeting Minutes

2.1. Minutes from May 11, 2023

Moved and seconded:

THAT the Minutes of the May 11, 2023 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. Committee Orientation

The following items were reviewed for information:

- 3.1. TLC Membership 2023-24
- 3.2. TLC Meeting Schedules for 2023-24 (revised) and 2024-25 (revised) – revisions accepted
- 3.3. TLC Annual Report 2022-23 and draft TLC Annual Plan 2023-24

4. TLC Membership Review *(for discussion)*

- 4.1. Proposed Revision to add Vice Deans (TLC Charter)

Discussion took place on the proposed revision to add Vice Deans responsible for teaching and learning in the membership section of the TLC Charter, as follows:

- *Members: One (1) Associate Dean/Vice Dean responsible for teaching and learning, elected by the Associate Deans/Vice Deans responsible for research*
- *Resources: Associate Deans/Vice Deans responsible for teaching and learning, if not elected as a member of the Committee*

It was agreed to recommend adding Vice-Deans for their continued expertise and faculty perspectives, and to not exclude Vice-Deans from the core membership of TLC.

Moved and seconded:

THAT the Teaching and Learning Committee recommends that the membership be revised in the TLC Charter to add Vice Deans responsible for teaching and learning.

Motion carried

- 4.2. Discussion to add representation from:
 - a) Continuing Education as a voting Member
 - b) Career Services as a Resource

The Chair brought forward a discussion about adding representation from Continuing Education as a voting member and Career Services as a Resource to support areas of TLC's mandate.

Discussion:

- Consideration was given to intersections between Continuing Education and Career Services with TLC's mandate.
- A suggestion was supported that a representative from Career Services attend TLC meetings as a guest, as needed when their work aligns with TLC's mandate, and if guest attendance is frequent to then reconsider adding a representative as a permanent Resource.
- Support was shared that there are enough intersections with TLC's activities related to teaching and learning to include representation from Continuing Education, and that this Faculty should not be excluded from TLC's membership composition.
- It was discussed if the Continuing Education representative should be from administration or an academic staff member, in consideration of the current composition of the Committee and Continuing Education's structure.

- It was suggested that a representative should be determined by the Faculty of Continuing Education who can best identify a representative from Continuing Education based on their work and connection to TLC's mandate.

Moved and seconded:

THAT the Teaching and Learning committee recommends to add "Representative of Continuing Education" on the Teaching Learning Committee as a voting member.

Discussion:

- Further discussion took place on who the representative from Continuing Education should be.
- It was agreed to leave the position on TLC's Charter broad so as to be determined by the Faculty of Continuing Education.

Motion carried

5. Review of Syllabus Guidelines

An overview of the previous Syllabus Guidelines working group and operationalizing of the implementation of Syllabus Guidelines by Associate Deans was provided. It was agreed to re-establish a working group to conduct the annual review of Syllabus Guidelines this year.

L. Moldovan joined the meeting.

6. Committee Chair Report

The Chair led an in-depth discussion about the work of TLC to build understanding of TLC's mandate as per the Charter, and to begin to identify and prioritize work for the Committee to focus on this academic year. Areas addressed included:

- Historical context of the Celebrate! Teaching and Learning event as a working group of TLC, and whether or not this university-wide event should continue to be within TLC's purview.
 - It was agreed that this type of work does not fall under the Committee's governance purview, and recommended the event continue to be supported by Administration outside this Committee.
- Clarification of the intersections and the member representation between the ADC (Academic Development Centre) and TLC, acknowledging that the ADC has historically operationalized work of TLC.
- Anticipation of how the strategic initiatives in Mount Royal's forthcoming Academic Plan 2023-2030 may assist in providing direction for TLC's activities, where they are connected to the Committee's mandate.
- Consideration of past activities that the Committee had previously engaged in, including areas GFC directed TLC to advise on (e.g. ChatGPT).
- Acknowledgement that there is still a need to clarify the key responsibilities of TLC.

The Chair concluded that the comments raised in these discussions will help inform the development of the TLC 2023-24 Annual Plan. The draft plan will come forward at the next meeting.

7. Report from the Senior Administrator to the Committee

No report.

8. New Business

There was no new business.

9. Adjournment 4:23PM