

---

**Teaching and Learning Committee (TLC) Annual Report for General Faculties Council  
2023-2024**

**DATE:** April 23, 2024

**SUBMITTED BY:** Nancy Ogden, TLC Chair

---

**SUMMARY OF ACTIVITIES AND OUTCOMES**

1. As Chair of the Teaching and Learning Committee (TLC) I believe that I speak not only for myself but for most members of the committee when I say this was an extremely frustrating year for this committee. TLC members engaged early in the 2023-2024 term in a discussion about the history of the work accomplished by this committee over the past several years with the aim of better identifying the specific roles and general mission of this committee. Governance tasks were parsed from operational tasks as clarification of the key responsibilities of this committee were discussed. Based on the existing charter, we identified two key roles for the work of this committee: (1) policy development and review related to teaching and learning; and (2) the development and maintenance of practice guidelines related to teaching and learning. However, from the outset our role felt unclear as there was little to no clarity regarding the main responsibilities GFC has historically or currently bequeathed to TLC. It was our sense that much of the work of TLC was being replicated across other GFC committees and/or other working groups. Since we did not view our role as one of generating work but instead as one of assessing work from others, we were left without meaningful work or direction.

Consequently, the members of TLC prepared to undertake a review of the TLC charter as it related to other working groups and other GFC committees. But at this juncture a working group of the Executive Committee (EC) was in the process of a GFC Committee Structure Review, reviewing all GFC committee charters in an effort to identify overlaps and gaps, and with the understood intention of creating an overarching work plan. It was decided that there was no utility in replicating this work, so the TLC agreed to wait for that Committee Structure Review to be released by EC. However, we waited several months, and the report was not available in time for TLC to review it prior to the writing of this report.

Further complicating matters is a possible collision between the perceived role of TLC and the striking of steering committees with teaching and learning related mandates.

2. At the request of the Senior Administrator on TLC, the Vice-Provost Academic, the Associate Deans and Vice Deans reviewed the Syllabus Guidelines to ensure that they were in alignment with policy. The Associate Deans and Vice Deans then disseminated these guidelines to their own Faculties.

3. Student Evaluation of Teaching Policy 3.8 requires that an academic report be submitted to GFC (via TLC) by the Office of the Provost – summarizing SET related data, trends, and issues, including but not limited to student response rates. As of the writing of this report, TLC had yet to receive the report from Institutional Research & Planning. If TLC receives this report prior to the end of the academic term we will approve the annual report on SET-related trends and issues.

## MATTERS FOR FUTURE CONSIDERATION

Teaching is at the heart of all that we do at MRU. Therefore, the TLC ought to be more clearly aligned with GFC priorities. A number of strategic priorities as identified in the Academic Plan can guide the work of this committee. However, clarification of key responsibilities and institutional guidance is required if this work is to be meaningful.

The members of the TLC recommend the following for consideration:

1. Lines of communication between roles and responsibilities of the other GFC committees, the Provost's Office, the steering committees, other working groups of Academic Plan, and TLC need to be better delineated. One way to accomplish this would be for the Vice-Provost Academic to Chair TLC since the syllabus guidelines, SET instruments, and steering committees are all under the purview of that office. Another way to accomplish this goal would be for the steering committees to report to TLC (while recognizing the difficulty of this approach due to the overlap between the duties and responsibilities of the steering committees and the duties and responsibilities of the Academic Standards Committee, Academic Program and Curriculum Committee, and the Student Affairs Committee).
2. The TLC would be willing to undertake the review of existing SPoT and peer teaching review forms with an EDI lens.
3. Every Fall, the TLC, through the Office of the Vice-Provost Academic, will continue to verify that the current syllabus template is disseminated and in line with current policy. However, the role of the TLC in developing the Syllabus Guidelines via the Vice Provost's office should be clarified. Is TLC the right committee to oversee this task? The Vice Deans and Associate Deans also share this responsibility. Moreover, who will oversee AI guidelines as they relate to syllabi?
4. Create a place for the syllabus guidelines and syllabi templates to be housed. This might be a task for the Provost's Office or perhaps each Faculty could centralize their own copies of their own syllabi templates.
5. TLC will continue to review and recommend to GFC any SET/SPoT instruments or forms that are revised or developed and sent to the committee for review.
6. Perceived issues with grade distributions could be examined by TLC given the will of GFC.
7. The TLC is willing to prioritize work related to the strategic priorities identified in the Academic Plan via the instructional guidance and/or directives received from GFC.

The TLC has the potential to be a meaningful GFC committee, carrying out appropriate governance duties, given appropriate direction from GFC, rather than creating operational tasks for itself. Our hope is that we can establish a mandate to meet GFC and university needs as we go forward.

Nancy Ogden, Chair, TLC

**COMMITTEE MEMBERSHIP**

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
Gaye Warthe	Associate Dean/Vice Dean responsible for teaching and learning
Lavinia Moldovan	GFC Academic Staff Member (Arts)
Brenda Lang	GFC Academic Staff Member (Business and Communication Studies)
Liza Choi	GFC Academic Staff Member (Health, Community and Education)
<i>Vacant</i>	GFC Academic Staff Member (Science and Technology)
Gabrielle Broitman–Levandovsky	Academic Staff Member (Teaching & Learning)
Alice Swabey	Academic Staff Member (University Library)
Dimitra Fotopoulos	Continuing Education Representative
Kristin Fulton	Student Affairs Representative
Luis Rios	Student Representative
Marwaa Tahir	Student Representative

**Resources**

Katharine Barrette	Associate Dean/Vice Dean responsible for teaching and learning
Adam Cave	Associate Dean/Vice Dean responsible for teaching and learning
David Hyttenrauch	Associate Dean/Vice Dean responsible for teaching and learning
Melanie Rathburn	Associate Dean/Vice Dean responsible for teaching and learning
Mark Hiebert	Designate for CIO and AVP, Information Technology Services
Sheena Dyer	Assistant University Secretary, GFC, RECORDING SECRETARY

**SUMMARY OF MEETINGS**

1. September 28, 2023
2. November 9, 2023
3. February 29, 2024
4. May 2, 2024

*For additional information and meeting minutes, visit the [TLC](#) webpage.*