

**Teaching and Learning Committee Annual Plan for General Faculties Council  
2024-2025**

**DATE:** September 26, 2024

**SUBMITTED BY:** Karim Dharamsi, TLC Acting Chair

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**PRIORITIZED SUMMARY OF PROJECTED ACTIVITIES AND OUTCOMES**

In her annual report, the Chair of the Teaching and Learning Committee (TLC) for 2023-2024 expresses frustration over the unclear direction and overlapping responsibilities between TLC and other GFC committees during the 2023-2024 academic year. Key points include:

1. **Unclear Roles:** Despite early discussions on the committee's roles—policy development and practice guidelines for teaching and learning—some members believed that TLC's responsibilities were unclear. Much of its work seemed duplicated by other committees, leaving TLC without meaningful tasks.
2. **Charter Review:** The TLC had planned to review its own charter to better understand its scope compared to other committees. However, the Executive Committee (EC) was already conducting a GFC-wide review of committee structures, so TLC chose to wait for the EC's report, which was delayed. This review has now been completed and TLC has a revised and GFC approved charter.
3. **Syllabus and Student Evaluation of Teaching (SET) Policies:** The committee reviewed syllabus guidelines, ensuring their alignment with policy, and awaits a report on SET-related data to approve an annual summary. Given work conducted by the Artificial Intelligence Working Group, TLC can recommend changes to the syllabus guidelines to GFC.\*
4. **Dr. Ogden made a number of recommendations for future consideration:**
  - Improved communication and clearer delineation of responsibilities between GFC committees, steering committees, and TLC.
  - A review of existing SET/SPoT and peer teaching forms through an equity, diversity, and inclusion (EDI) lens.
  - Continued review of SET/SPoT instruments and forms and an exploration of grade distribution issues *if directed by GFC*.
  - Prioritizing work aligned with the Academic Plan's strategic priorities.

Given Dr. Ogden's report and TLC's charter revisions, for the 2024-25 academic year, the Teaching and Learning Committee (TLC) could focus on the following priorities to enhance its effectiveness and alignment with institutional goals:

1. **Clarification of Mandate and Responsibilities**
  - Clearly define the committee's governance role, emphasizing strategic oversight rather than operational tasks.
2. **Support for Technology and Innovation in Teaching**

- Encourage Experimentation with New Technologies: Promote experimentation with new learning technologies and pedagogical methods. Recommend pilot programs or studies to evaluate the effectiveness of emerging technologies in the classroom.

### 3. Student Evaluation of Teaching (SET) and Peer Review Enhancements

- Review SET Instruments: Ensure that the SET instruments reflect current pedagogical standards, trends, and best practices. This review should focus on improving student response rates and addressing biases that may be present in student evaluations.
- Ensure Timely SET Reporting: Advocate for the timely submission of SET-related reports from the Office of Institutional Research and Planning. The TLC should continue to approve and review annual reports on SET data, trends, and issues as part of its governance function.

## SCHEDULE OF MEETINGS

1. September 26, 2024
2. October 31, 2024
3. December 5, 2024
4. February 27, 2025
5. April 3, 2025
6. May 1, 2025

## COMMITTEE MEMBERSHIP

Charles Hepler	GFC Academic Staff Member, CHAIR ( <i>effective Oct. 21</i> )
Karim Dharamsi	Vice-Provost, Academic, VICE-CHAIR ( <i>Acting Chair until Oct. 21</i> )
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
Ademola Adesola	GFC Academic Staff Member (Arts) ( <i>Temporary Replacement for Lavinia Moldovan for 2024-25</i> )
Neil Brigden	GFC Academic Staff Member (Business, Communication Studies & Aviation)
Julie Booke	GFC Academic Staff Member (Health, Community and Education)
<i>Vacant</i>	GFC Academic Staff Member (Science and Technology)
Alice Swabey	Academic Staff Member (University Library)
Dimitra Fotopoulos	Continuing Education Representative
Kristin Fulton	Student Affairs Representative
Ayden Ali	Student Representative
Fiona Chetty	Student Representative
<u>Resources</u>	
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
Sarah Hewitt	Associate Dean/Vice Dean responsible for teaching and learning ( <i>Temporary Replacement for Melanie Rathburn, until June 2025</i> )
Mark Hiebert	Designate for CIO and AVP, Information Technology Services
Sheena Dyer	Assistant University Secretary, GFC, RECORDING SECRETARY

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