TEACHING AND LEARNING COMMITTEE
October 31, 2024 at 3pm – 5pm
University Boardroom A341

IN ATTENDANCE:

Charles Hepler	GFC Academic Staff Member, CHAIR
Karim Dharamsi	Vice-Provost, Academic, VICE-CHAIR
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)
Neil Brigden	GFC Academic Staff Member (Business, Communication Studies & Aviation)
Julie Booke	GFC Academic Staff Member (Health, Community and Education)
Nicoleta Nedelcu	GFC Academic Staff Member (Science and Technology)
Dimitra Fotopoulos	Continuing Education Representative
Kristin Fulton	Student Affairs Representative
Ayden Ali	Student Representative
Fiona Chetty	Student Representative

<u>Resources</u>

David Hyttenrauch	Associate Dean/Vice Dean responsible for teaching and learning
Sarah Hewitt	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

NOT IN ATTENDANCE:

Meagan Bowler	Dean, University Library
Christian Cook	Director, Academic Development Centre (ADC)
Alice Swabey	Academic Staff Member (University Library)

The Chair called the meeting to order at 3:00PM.

1.   **Approval of Agenda**
     Moved and seconded:
     THAT the Agenda for the October 31, 2024 Teaching and Learning Committee meeting be approved.
     Motion carried

2.   **Approval of Meeting Minutes**
     2.1.   Minutes from September 26, 2024
            Moved and seconded:
            THAT the Minutes of the September 26, 2024 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. **Better Defining Our Responsibilities**
The TLC Chair led a discussion on TLC's Charter responsibilities to better define the Committee's role within GFC. Discussion focused on course outline templates and review of the Syllabus Guidelines, including:
   - Access to updated templates and timing for communicating course outline requirements
   - Course outline length and content, including experiences and concerns with incorporating Generative AI guidelines
   - Overview of current practice for course outlines (varies between Faculties) and the use of Syllabus Guidelines to ensure necessary components are included

It was agreed that Vice Deans and Associate Deans along with student representatives will form a TLC working group to continue discussing course outline templates and Syllabus Guidelines to address the considerations raised in the discussion, and will bring suggestions/ideas forward to TLC.

Moved and seconded:
THAT a TLC Working Group be established to review the Syllabus Guidelines.

Discussion:
   - Members: Vice Deans and Associate Deans responsible for teaching and learning and student representatives
   - K. Dharamsi indicated he would put this on the next Vice Dean/Associate Dean meeting agenda and invite students to join
Motion carried

In response to a question, the recommendations made by the previous year's TLC Chair in the TLC 2023-24 Annual Report will be discussed at the next meeting to continue this discussion of better defining TLC's responsibilities.

4. **Direction of Discussion of SPoTs**
A preliminary discussion took place on what progress TLC can make on the discussion about SPoTs as Committee of GFC. Suggestions and general feedback related to SPoTs were shared, such as types of questions, response rates, purpose and value, timing for completion, and overall effectiveness of this instrument.

It was then discussed what areas TLC can address that is within their scope, and agreed that at the February 2025 meeting TLC will do a brainstorming exercise led by the Chair and Vice-Chair to identify challenges with SPoTs and determine next steps for TLC. The Chair and Vice-Chair indicated they would meet ahead of the meeting to prepare for this facilitated discussion.

5. **Topics for Discussion in Future Meetings**

   Suggestions were made for other topics TLC could discuss at future meetings, including:
   - Addressing challenges that faculty and students face
   - Sharing of information from Student Learning Services about areas students have identified where more support is needed (from the learning side of things)
   - Considering items brought forward from the Generative AI Steering Committee
   - Providing guidance to ADC on learning technology-related initiatives for the University

6. **Reports**

   6.1. Committee Chair Report

   No report.

   6.2. Report from the Senior Administrator to the Committee

   The Vice-Provost Academic shared updates on the Office of the Vice-Provost Academic Committees.

7. **For Information**

   The following item was provided for information:

   7.1. Copy of the most recent Committee Chair's Report to GFC

8. **New Business**

   There was no new business.

9. **Adjournment   4:35PM**