

General Faculties Council Teaching and Learning Committee
Course Feedback Implementation Working Group
Terms of Reference

1. ESTABLISHMENT

The General Faculties Council (**GFC**) [Teaching and Learning Committee](#) (**TLC**) is the primary advisory group on teaching and learning, including such aspects as learning environments, quality and innovation, resources and support, recognition of teaching excellence and professional development, and students' educational experience. Specifically, the TLC is responsible for promoting research on the effectiveness and evaluation of teaching and learning and developing and recommending methods of assessing the quality of all teaching activities.

One facet of understanding teaching quality, innovation and student experience is through feedback provided by students on their course experiences. The USRI questionnaire is the current institutional course survey used at the University of Calgary to collect student feedback in academic courses. A recent review of the USRI has resulted in the [2022 USRI Working Group Recommendation Report \(the USRI Report\)](#), which advises on an overhaul of the USRI questionnaire and review of the guidelines that govern the administration, and reporting of USRI.

To assist the TLC in supporting the actioning of the recommendations articulated in the USRI Report effectively and productively, the TLC hereby establishes a working group called the Course Feedback Implementation Working Group (the **Working Group**) under these Terms of Reference, and delegates to the Working Group the responsibilities set out herein.

2. MEMBERSHIP

Diversity of Membership: The TLC strives to achieve diverse membership that is reflective of our commitment to diversity and inclusion, and this should be considered in the appointment of Working Group members.

Administrative Co-Chair

Vice Provost Teaching and Learning (VPTL) (ex officio)

Academic Co-Chair

One academic staff member appointed by the VPTL (from the Working Group)

Working Group Members

Four academic staff members appointed by the TLC that can speak to course feedback needs including:

- Courses that are offered in online and hybrid modalities
- Multi-section and multi-instructor courses
- Courses that include teaching and learning in clinical and/or lab or simulation settings
- Courses that are designed for immersive experiential learning such as capstone courses, field/study abroad courses, research-project courses

Two Student representatives named by the Students' Union

One Student representative named by the Graduate Students' Association to advise on feedback in graduate courses

One Student representative named by the Graduate Students' Association to advise on the development of a feedback tool for Graduate Teaching Assistants

One representative named by the Office of Institutional Analysis (OIA)
One academic staff representative named by the Taylor Institute for Teaching and Learning
One academic staff representative named by the Office of Equity, Diversity, and Inclusion
One academic staff representative named by the Office of Indigenous Engagement
One academic staff representative named by the Faculty Association

Up to two additional academic staff appointments by the TLC can be made to help ensure the Working Group composition reflects the University's commitment to Equity, Diversity, and Inclusion.

The Co-Chair and Academic Co-Chair may, when it is determined helpful to the work of the Working Group, invite resource persons to attend and participate in meetings.

Appointments are normally for a term of two years, with eligibility for re-appointment for additional terms. Student appointments are normally one year, with eligibility for re-appointment for additional terms.

When appointing to the Working Group, the TLC will make reasonable attempts to keep the membership representative of the University community.

3. ROLE

The Working Group serves as an advisory group to the TLC with respect to the actioning of the recommendations in the USRI Report. All decisions will be made through governance procedures. Any recommended changes to the USRI administration, governance, reports or questions will be brought through the appropriate governance committees for approval.

4. RESPONSIBILITIES

The Working Group is responsible for:

- A. Developing priorities and timelines for implementing the recommendations in the USRI Report that are under the purview of GFC.
- B. Developing and implementing consultation processes across the campus community to ensure recommendations are informed by stakeholder groups.
- C. Reviewing and proposing changes to the current GFC guidelines that govern the USRI administration based on the recommendations in the USRI Report, including:
 - i. expectations,
 - ii. form of the instrument,
 - iii. reporting,
 - iv. access to USRI data,
 - v. guidelines for instructors,
 - vi. other use of the data, and
 - vii. archiving of USRI
- D. Developing principles for new questions for a new course feedback tool.
- E. Suggesting new institutional-wide questions for a new course feedback tool.
- F. Supporting recommended changes through GFC governance committees related to the recommendations within the USRI Report for feedback and approval.

5. OPERATIONS

The Working Group will meet in accordance with a schedule agreed to by the Administrative Co-Chair and Academic Co-Chair. Additional meetings may be called by the Co-Chairs as necessary to deal with business. Meeting items will be determined by the Co-Chairs or by resolution of the membership of the Working Group.

- The co-chairs preside at meetings of the Working Group, lead the Working Group in all aspects of its work, and are responsible to effectively manage the affairs of the Working Group and to ensure that the Working Group is properly organized, functions effectively, and meets its obligations and responsibilities.
- The Working Group will keep the TLC informed of the progress of its work at regular intervals.
- Other than as set out in these Terms of Reference, the Working Group shall establish its own operating procedures.

6. RESPONSIBILITIES OF THE CO-CHAIRS

In addition to the responsibilities outlined in these Terms of Reference, the Co-Chairs shall generally provide leadership to enhance the effectiveness of the Working Group, act as spokespersons for the Working Group, act as the liaison between the Working Group and the GFC and generally oversee the Working Group activities. The Co-Chairs shall report at least bi-annually to the TLC and GFC regarding progress on actioning of the recommendations, until such a time the actions have been completed.

7. OTHER MATTERS

Other than as set out in these Terms of Reference, the Working Group shall establish its own operating procedures.

May 17, 2022