

General Faculties Council  
**TEACHING AND LEARNING COMMITTEE**  
Approved Minutes

Meeting 56  
December 19, 2019, 2:00 p.m.

A167

***Voting Members***

Leslie Reid, Co-Chair  
Dawn Johnston, Academic Co-Chair  
Mohamed Abdelsamie – present for Items 1-9, 11  
Fabiola Aparicio-Ting  
Jessica Ayala – arrived during Item 2  
Wendy Benoit  
Tracey Clancy  
Kevin Dang  
Christie Hurrell  
Nickie Nikolaou  
David Paskevich  
Elena Rangelova  
Leighton Wilks

***Non-Voting Members***

Susan Barker – present for Items 1-4 and left during  
Item 6  
Patti Dyjur  
Brock Kahanyshyn  
Natasha Kenny

***Secretary***

Susan Belcher

***Scribe***

Elizabeth Sjogren

***Regrets***

Catherine Burwell  
Kent Donlevy  
Diane Gereluk  
Melanie King Rosario  
Kim Lenters  
Fabian Neuhaus  
Mary-Jo Romaniuk  
Amy Warren

***Guests***

Robin Arseneault, Teaching and Learning Project Coordinator, Taylor Institute – present for Item 6

---

The Co-Chair called the meeting to order at 2:00 p.m. and confirmed quorum.

**1. Approval of the Agenda**

The Co-Chair reported that Item 6 would be addressed before Item 5.

**Moved/Seconded**

That the Agenda for the December 19, 2019 Teaching and Learning Committee meeting be approved.

**Carried**

## **2. Remarks of the Co-Chair and Academic Co-Chair**

The Co-Chair included the following in her remarks:

- The *Experiential Learning Plan 2020-2025* was approved by the General Faculties Council (GFC) on December 12, 2019, and staff in the Taylor Institute for Teaching and Learning (TI) will now map out the implementation plan
- The recommended changes to the Universal Student Ratings of Instruction (USRI) report and survey were also approved by the GFC in December
- The 2017 National Survey of Student Engagement (NSSE) unit action plans and 2019 NSSE progress updates were presented to the GFC for information. A similar process for the 2020 NSSE will be followed.

The Academic Co-Chair encouraged members to enjoy some rest and relaxation during the University's holiday closure period.

## **3. Approval of the November 21, 2019 Minutes**

Documentation for this item was circulated with the Agenda.

### **Moved/Seconded**

That the Minutes of the Teaching and Learning Committee meeting held on November 21, 2019 be approved.

**Carried**

## **4. Fees and Additional Costs (related to teaching and learning) for Students**

Documentation for this item was circulated with the Agenda. Susan Barker, Vice-Provost (Student Experience), presented this item.

Highlights:

- The presenter reminded the Committee that it is necessary to fund pedagogy appropriately within the Alberta Tuition Framework. The presenter reported that tuition fees approved by the Board of Governors are listed in the Calendar, and that supplementary fees must be approved by the Tuition and Fee Consultation Committee (TFCC) and must be listed in course outlines and Calendar entries.
- The presenter reviewed what tuition provides for, including credit instruction and assessment, laboratory use, basic classroom equipment, library facilities, and access to computer hardware and software
- The presenter reported that a mandatory course supplementary fee is for things that are deemed necessary for the successful completion of a course, such as field trip travel and accommodation costs, and that optional course supplementary fees are for materials which become the property of a student and for which the student has the option of obtaining from a variety of sources, such as laboratory clothing. The presenter reviewed the processes for the approval of supplementary fees.

- The presenter demonstrated how to use the recently-developed Fees Decision Chart, which is intended to help in determining whether a fee requires approval, and referred members to the website <https://www.ucalgary.ca/calendar-scheduling/scheduling/supplementary-fees>
- The Committee discussed that:
  - All reproduced course materials (printed and online) must comply with copyright policies, and that any cost-recovery money collected must have proper records for audit purposes
  - High fidelity simulations are valuable to students' learning but are expensive, and consideration must be given to how to handle these
  - It is important to arrange for access to materials such as textbooks and case studies through the libraries
  - Consideration should be given to whether a textbook or other material is truly required for a course, and the course outline should clearly indicate if material is required or recommended and how the material will be used in relation to the course
  - There are processes to follow relating to an instructor using a textbook that they have written
  - Laboratory breakage fees are reasonable and allowed once approved

## **5. Pedagogical Review of the Academic Regulations in the University Calendar**

Leslie Reid and Dawn Johnston presented this item.

Highlights:

- The presenters observed that some parts of the Calendar could be reviewed with a pedagogical lens, particularly to update the academic regulations with respect to online learning, and reported that a working group is being established to consider the University's grading conversion scheme
- Discussion included that:
  - A clear process is needed for the writing of exams by students taking online courses, with the cost of proctoring and appropriate timelines taken into consideration
  - The A+ grade currently does not impact GPA, but does serve a purpose in identifying exceptional students
  - It will be difficult to develop a grading conversion scheme that will work well for all courses, and the failure rate may increase in some cases
  - A common grading scheme is important for consistency
- The Co-Chair indicated that this subject will be revisited at a future meeting

## **6. Learning Technologies Advisory Committee Update**

Documentation for this item was circulated with the Agenda. Leslie Reid and Robin Arseneault presented this item.

**Highlights:**

- The presenters reminded the Committee that it reviewed the terms of reference for the Learning Technologies Advisory Committee (LTAC) at its meeting in April 2019, and reported that the LTAC has met three times to date. The presenters reviewed the membership of the LTAC, and reported that the LTAC has established three working groups which will consider; 1) communication and support, 2) processes, and 3) inventory, relating to learning technologies.
- Discussion included that:
  - It is necessary to consider the quality of functionality, cost effectiveness, privacy, and security when adopting learning technologies
  - A survey of the University community is welcomed, to learn what learning technologies are being used and what is needed. It is possible that institutional licensing arrangements could be made.
  - Education regarding the capacity of Desire2Learn should be provided, and support in using some features could improve instructor experiences
  - It should to be determined if the technology currently in classrooms is meeting instructors' pedagogical needs, or if resources could be spent differently
  - Learning technologies, such as Top Hat, should be used only if they improve student learning, and not simply because the technology exists. A variety of tools for engagement should be used, to address different learning styles.
- The Co-Chair indicated that updates on the work of the LTAC will be given at future meetings

**7. Universal Student Ratings of Instruction (USRI) Working Group Update**

Dawn Johnston and Leslie Reid presented this item.

The presenters reported that the USRI Working Group is about to engage in a broad consultation process, to gather feedback on the USRI instrument and its use. Consultation will include all teaching units, student groups, and special stakeholders such as the Qatar Faculty and the University's Indigenous community. The Committee will be updated regularly, and recommendations to improve the USRI instrument and its use are expected to come forward through the University's governance system in the Fall.

**8. University of Calgary External Teaching and Learning Awards Committee**

Documentation for this item was circulated with the Agenda. Natasha Kenny, Senior Director of the TI, presented this item.

**Highlights:**

- The presenter reported that the University has created an external teaching and learning awards committee, with a mandate to expand awareness of external teaching awards for academic staff, to increase recognition of outstanding educators across disciplines at the University, and to support the preparation of nomination packages for national and international teaching awards. The presenter reported that an inventory of external awards has been conducted, and processes and timelines have been documented.

- The Committee observed that the University has a strong internal awards program, and that some Faculties have internal awards that position individuals to apply for other awards

### **9. Taylor Institute for Teaching and Learning Report**

Documentation for this item was circulated with the Agenda. Natasha Kenny presented this item.

Highlights:

- The Students' Union (SU) provides funding to the TI to help improve teaching and student learning experiences, and this year ten \$500 Educational Leadership Grants have been awarded to past teaching award recipients and their collaborators
- The deadline for the call for proposals for the 2020 Conference on Postsecondary Learning and Teaching has been extended to December 20, 2019. The conference theme is Mentorship in Higher Education.
- The deadline for nominations for the University Teaching Awards is January 23, 2020. The TI's consultation sessions have been well attended, and the new streamlined nomination process has been well received.
- The TI's certificates in University Teaching and Learning are successful, and approximately 435 badges and 40 certificates have been awarded to graduate students and postdoctoral scholars to date. The first cohort of the Teaching and Learning Practices, Theories, and Assessment program has a cohort of 16 academic staff members, and 22 academic staff members are enrolled for the Winter semester.

### **10. Students' Union Report**

Kevin Dang, SU representative to the Committee, presented this item.

Highlights:

- The SU's Undergraduate Research Symposium was successful, with 115 posters presented and growth in the participation in workshops. The SU will be debriefing on the event in order to make improvements for next year.
- The SU will be participating in conversations relating to the USRI and NSSE
- Nominations are now closed for the 2020 SU Teaching Awards, and classroom visits are being planned. A change for next year will be an emphasis on encouraging nominations of instructors of large classes.

### **11. Graduate Students' Association Report**

Mohamed Abdelsamie, Graduate Students' Association (GSA) representative to the Committee, presented this item.

Highlights:

- The GSA's Peer Beyond Graduate Research Symposium will be held January 28-30, 2020. Research presentations will take place on the first day, workshops on topics such as learning technologies,

academic integrity and presentation skills will be held on the second day, and innovation-related activities will take place on the third day.

- The deadline to nominate for the GSA's teaching awards is January 27, 2020. There are awards in many categories, such as for supervisors, instructors, and teaching assistants.

## **12. Identification of Take-aways**

The Academic Co-Chair identified the following take-aways from the meeting:

- Members could consider necessary changes to the academic regulations in the Calendar
- Colleagues should be made aware of the recently-approved changes to the USRI report and survey, and informed that a consultation process regarding additional future changes will soon be initiated
- Colleagues should be reminded of the rules and processes regarding supplemental fees
- The names of the representatives on the LTAC should be made available, so that people know who they can talk to about the learning technologies inventory and other matters

## **13. Other Business**

There was no other business.

## **14. Adjournment**

### **Moved/Seconded**

That the Teaching and Learning Committee adjourn the December 19, 2019 meeting.

**Carried**

The meeting was adjourned at 3:49 p.m.

---

Susan Belcher  
University Secretary