

General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 58
April 23, 2020, 2:00 p.m.

By Zoom platform

Voting Members

Leslie Reid, Co-Chair
Dawn Johnston, Academic Co-Chair
Mohamed Abdelsamie
Fabiola Aparicio-Ting
Jessica Ayala
Wendy Benoit
Catherine Burwell
Tracey Clancy
Kevin Dang
Dianne Gereluk
Christie Hurrell
Fabian Neuhaus – arrived during Item 4
Nickie Nikolaou – arrived during Item 2
David Paskevich
Elena Rangelova
Amy Warren

Regrets

Melanie King Rosario
Leighton Wilks

Guests

Erin Kaipainen, Senior Specialist - Experiential Learning, Taylor Institute – present for Item 7
Susan Mide Kiss, Senior Director, Strategic Initiatives in Community Engagement – present for Item 7
Angelique Saweczko, Registrar – present for Items 5 and 6

Observers

Semhar Abraha, incoming Students' Union Vice-President (Academic)
Jaclyn Carter, University Secretariat
Alex Paquette, incoming Graduate Students' Association Vice-President (Academic)

Non-Voting Members

Susan Barker
Kent Donlevy
Patti Dyjur
Brock Kahanyshyn
Natasha Kenny
Kim Lenters
Mary-Jo Romaniuk

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

The Co-Chair called the meeting to order at 2:02 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the April 23, 2020 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:

- Kevin Dang, Students' Union (SU) Vice-President (Academic), and Mohamed Abdelsamie, Graduate Students' Association (GSA) Vice-President (Academic), were thanked for their service on this occasion of their last meeting, and Semhar Abraha, incoming SU Vice-President (Academic), and Alex Paquette, incoming GSA Vice-President (Academic), were welcomed as observers to the meeting
- The recommendations in the University's Integrated Framework for Teaching and Learning resulted in the development of a teaching and learning centre and a strong network of associate deans, and we are leaning on those supports during this time of remote teaching and learning during the COVID-19 pandemic. The staff in the Taylor Institute for Teaching and Learning (TI) and Information Technologies (IT) were acknowledged for all of their efforts.

The Academic Co-Chair included the following in her remarks:

- The members of the Committee were thanked for all that they have been doing to support the rapid transition to remote teaching and learning
- IT was specifically acknowledged for the excellent response times and assistance for instructors

3. Approval of the January 23, 2020 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Teaching and Learning Committee meeting held on January 23, 2020 be approved.

Carried

4. Zoom Guidelines: Using Zoom Effectively in Teaching and Learning

Documentation for this item was circulated with the Agenda. Leslie Reid, Vice-Provost (Teaching and Learning), presented this item.

Highlights:

- The proponent reviewed the draft document entitled *Using Zoom Effectively in Teaching and Learning*, which has been prepared as a resource and includes recommendations for setting up a safe, secure and effective online learning environment

- In response to questions it was reported that:
 - The text contains links to the University's Code of Conduct and the Media Recording of Students in Learning Space operating standard, and indicates to students that "Zoom recordings are the intellectual property of the course instructor and should only be used for learning purposes". There have also been instances of students recording thesis and candidacy exams, and the Faculty of Graduate Studies (FGS) is communicating that this is inappropriate in communications and exam paperwork.
 - An operating standard regarding media recording by students in learning spaces is in development, and will address matters such as when and how students with accommodations are permitted to record. For the time being, a student wishing to record a Zoom session should gain permission from Student Accessibility Services and speak with the instructor.
- The Committee discussed that:
 - Utilising the security features of a password and the 'waiting room' are important
 - While utilising the Zoom 'waiting room' feature adds security to a session, because participants are manually admitted by the host, instructors of large classes can struggle to manage attendance while teaching. It was reported that utilising the password feature is an option in cases when it is not possible to have someone assigned as a co-host.
 - Some persons do not use their full or proper name when using Zoom, and this can leave them unidentifiable in the 'waiting room'
 - The FGS has created a webpage with information for supervisors and graduate students, including FGS Guidelines for Remote Oral Exams and Tips for Remote Oral Exams Using Zoom
- The Committee suggested that:
 - There be a clear process for students to report challenging Zoom behaviour, such as inappropriate private chat messages. It was noted that the same parameters for in-person classrooms apply to Zoom sessions and a student should communicate any concerns to their instructor, and then others can be contacted as needed.
 - Information relating to mental well-being be presented, such as encouraging participants to turn off their video-sharing or take breaks from looking at the screen, if needed
 - Behavioural expectations, such as the requirement that all participants be appropriately dressed if video-sharing, could be included
 - There could be two versions, one for instructors and one for students. It was reported that, when finalised, this will be a webpage and not a document, and so it can be structured as separate sections.
- The Committee discussed the differences between Zoom and Microsoft Teams
- The proponent noted that the Using Zoom Effectively in Teaching and Learning website will be updated as Zoom changes over time, and invited any additional feedback to be sent directly to her
- The proponent reported that Using Zoom Effectively in Teaching and Learning will be shared with the University community by the start of the Spring term

5. COVID/Remote Delivery Discussion

Dawn Johnston, Associate Dean (Teaching, Learning and Student Engagement), Faculty of Arts, and Angelique Saweczko presented this item.

Highlights:

- The presenters observed that an open discussion about the positive experiences and challenges relating to remote teaching and learning could benefit all
- The Committee discussed that:
 - There is a broad continuum of people's comfort level with technology
 - Instructors are engaging in conversations about teaching and learning, and in particular remote teaching and learning, and are helping each other. Some instructors are observing each other's lectures.
 - It is important to ask about other people's mental well-being, as factors such as sudden change, isolation, and the loss of special events can have a serious impact
 - The TI is providing a variety of resources and supports for the University's instructors, and is also sharing these with other institutions and the broader teaching and learning community
 - Many instructors are teaching creatively and in a different way, and some students are thriving under increased independent learning and greater responsibilities
 - The rapid switch to remote teaching and learning was very difficult for some, and it is recognized that there are some challenges to remote teaching and learning, and some aspects (e.g. practicums) are less effective when done remotely
 - It is not known when we may begin to return to in-person activities
 - Libraries and Cultural Resources has established a process for providing hardcopy resources to people who need these
- The Co-Chair noted that effort is being made to capture experiences during this time, so that areas needing greater supports and resources can be identified, and so that successful remote teaching efforts can be shared

6. COVID-Related Academic Processes Update

Documentation for this item was circulated with the Agenda. Angelique Saweczko presented this item.

Highlights:

- The presenter reported that a number of temporary changes to University Regulations due to COVID-19 have been approved, such as changes to the grading system and admissions processes, and these are published on the University's Academic Calendar webpage. It was reported that communications will be sent to students from their Faculty, not from a central office, as some changes are Faculty specific.
- In response to a question, it was reported that the temporary provisions address the fact that students may not have grades for their Winter 2020 term to calculate a GPA

7. Carnegie Community Engagement Pilot Project

Documentation for this item was circulated with the Agenda. Susan Mide Kiss and Erin Kaipainen presented this item.

Highlights:

- The presenters provided an overview of the Carnegie Community Engagement Classification Canadian Pilot Project, including the project's key milestones and timeline. The presenters emphasised that the classification system is a tool to assess and recognize post-secondary community engagement, and reported that a Canadian Framework will be developed for launch in 2022.
- The Committee discussed that:
 - It is valuable for the University to reflect upon its connections to the community
 - Interacting with the other institutions that form the Canadian Cohort involved in the Pilot Project allows the University to learn from other institutions
- The Co-Chair reported that the presenters will return to the Committee in the Fall, to discuss how the project specifically connects to teaching and learning

8. Changes to Academic Regulations K. Statement on Principles of Conduct and L. Integrity in Scholarly Activity in the University Calendar

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

Highlights:

- The presenter reported on the approved changes to Sections K (now titled Integrity and Conduct) and L (now titled Free Expression) of the University's Academic Calendar, including the addition of a link to the new Statement on Free Expression
- In response to an observation that the Calendar refers to "tape recording" in Section K.1, it was reported that this language will be modernized once revisions to the Student Non-Academic Misconduct Policy are approved

9. Taylor Institute for Teaching and Learning Report

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

Highlights:

- The TI staff have been working very hard to develop resources to support online teaching and learning, and it is known that these resources are showcased across Canada
- The Program for Undergraduate Research Experience (PURE) is going forward this summer, with adjustments for remote activities and a framework to support those students and supervisors unable to move forward with remote research projects

- The 2020 Conference on Postsecondary Learning and Teaching is cancelled and will take place in 2021 with the same theme: Mentorship in Higher Education
- The Celebration of Teaching has been postponed indefinitely, and the TI is exploring options to recognize the 2020 Teaching Award recipients in a different way
- The 2020 Teaching and Learning Grants have been awarded. Extensions for current grants will be supported.
- Several of the TI's workshops are being offered online, including sessions on putting course content online and creating quizzes, and a team of graduate student Learning Technology Coaches will be available to support instructors in creating and delivering Spring and Summer courses

10. Students' Union Report

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

Highlights:

- Some SU programs, such as Colour Night, have been cancelled, and other programs have been adjusted as necessary at this time
- The SU continues to serve as a conduit for communicating students' concerns to the University's administration
- The federal government announced a \$9 billion financial relief package for students yesterday
- The 2019-2020 SU Teaching Excellence Awards winners were announced yesterday. Pictures and videos of the winners will be posted online next week, and a virtual celebration will be held in the Summer or Fall
- Criteria is being developed for a new category of SU Teaching Excellence Award, so that teaching larger classes is recognized
- Leslie Reid, Vice-Provost (Teaching and Learning), has been announced as the first recipient of the new honorary SU membership, which has been created to recognize people dedicated to students
- The SU is transitioning to its new executive

11. Graduate Students' Association Report

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

Highlights:

- The GSA's 2020 Teaching Excellence Awards gala has been cancelled, and events scheduled for the Spring and Summer will be held online
- The GSA has accomplished a number of things this year, including: providing professional development programs for graduate students, securing a system for emergency bursaries in addition to regular bursaries, holding the 2020 Peer Beyond Graduate Research Symposium, and continuing a variety of graduate student advocacy work

12. Identification of Take-aways

The Co-Chair invited members to suggest take-aways verbally or through email, and then these will be distributed to the Committee.

13. Other Business

There was no other business.

14. Adjournment

The April 23, 2020 Teaching and Learning Committee meeting was adjourned by consensus.

The meeting was adjourned at 3:39 p.m.

Susan Belcher
University Secretary