



General Faculties Council
TEACHING AND LEARNING COMMITTEE
Approved Minutes

Meeting 60
September 15, 2020, 2:00 p.m.

By Zoom platform

Voting Members

Leslie Reid, Co-Chair
Amy Warren, Academic Co-Chair
Semhar Abraha
Fabiola Aparicio-Ting
Jessica Ayala – arrived during Item 2
Wendy Benoit
Barbara Brown
Tracey Clancy
Diane Gereluk – arrived during Item 2
Dawn Johnston
Diane Lorenzetti
Nickie Nikolaou
Alex Paquette – arrived during Item 2
David Paskevich

Regrets

Fabian Neuhaus
Elena Rangelova
Leighton Wilks

Non-Voting Members

Susan Barker – arrived during Item 2, left during Item 6
Patti Dyjur
Brock Kahanyshyn
Natasha Kenny
Brenda McDermott
Mary-Jo Romaniuk – arrived during Item 4
Jessica Shaw
Robin Yates – left during Item 6

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Staff

Jaclyn Carter, University Secretariat

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 September 15, 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:

- The role of the Committee was reviewed, and members were encouraged to share experiences and provide feedback on items of business as this always improves the items

- In the time since the University moved to remote learning and working, much reactive decision-making has occurred and members of the University community have been very supportive of each other. Members of the Committee were encouraged to take care of themselves during this difficult time.

The Academic Co-Chair expressed positivity on this occasion of her first meeting as the Academic Co-Chair of the Committee, and optimism that there will be opportunity for more proactive decision-making with respect to teaching and learning going forward.

3. Recommendation of the 2020-2021 Teaching and Learning Committee (TLC) Work Plan

Documentation for this item was circulated with the Agenda. The Co-Chair and Academic Co-Chair presented this item.

Highlights:

- The Co-Chair reviewed the purpose of the work plan, and specifically noted the addition of a standing item during this meeting year to allow for regular discussion of the impacts of COVID-19 on teaching and learning
- Item 12 of the work plan was revised to read “Info: Taylor Institute Annual Report and Unit Plan”

Moved/Seconded

That the Teaching and Learning Committee (TLC) recommend that the General Faculties Council approve the TLC Work Plan for the 2020-2021 academic year, in the form provided to the Committee, with the requested amendment.

Carried

4. Approval of Non-Material Revisions to the TLC Terms of Reference

Documentation for this item was circulated with the Agenda. The Co-Chair and Robin Yates, Dean and Vice-Provost (Graduate Studies), presented this item.

Highlights:

- The proponents provided an overview of the proposed revisions, noting that they are housekeeping changes to correct titles and a revision to allow for more flexibility in the choosing of someone to attend the Committee’s meetings in place of the Dean. The proponents noted that the Faculty of Graduate Studies (FGS) has a limited number of Associate Deans, all of whom have a high service load, and that this change will allow the Dean to choose an individual who is a good fit for the Committee.
- Discussion included:
 - That having the FGS Dean appoint someone who could commit to regularly attending the meetings would ensure that the graduate perspective is represented
 - Other possible changes that could be made to its membership, including:
 - Updating the titles of two of the non-voting members
 - Transitioning some non-voting members into voting members

- Further expanding the Committee's membership, such as to include an Indigenous academic staff member
- That the transitioning of non-voting members into voting members and/or adding new members to the Committee are material changes, and would require the approval of the General Faculties Council (GFC) Executive Committee
- The Committee discussed updating the title of the Senior Director of the Taylor Institute and removing the seat for the "Director of the Educational Development Unit, Taylor Institute for Teaching and Learning" since that unit no longer exists, however, it was determined that removing this seat would inadvertently remove a member from the Committee and so the Committee decided to update the titles of two of the non-voting members seats to the current titles for those members and re-visit other changes to the membership at a future meeting after a more thorough review

Moved/Seconded

That the Teaching and Learning Committee approve the revisions to the Teaching and Learning Committee Terms of Reference, as set out in the document provided to the Committee, with the requested amendments.

Carried**5. COVID-19 Updates in Teaching and Learning**

Secretary's Note: This item was addressed with Item 6.

6. COVID-19 Updates from TLC Members

Leslie Reid, Vice-Provost (Teaching and Learning), presented this item.

Highlights:

- The Co-Chair invited the Committee to share their experiences in the months since COVID-19 began to impact University operations
- Discussion included:
 - The impacts of child care responsibilities on instructors and students
 - That instructors and students have been learning how to utilize Zoom effectively, and that it can be difficult to achieve student engagement in this format
 - The risks to the University, such as negative narratives relating to teaching quality and the ability for students to commit academic misconduct during remote learning
 - That communication is important. Examples of what the University is doing well should be shared, and the resources available to the campus community, such as assistance with technology and mentoring, need to be advertised broadly.
 - As some classes return to in-person learning, some students may not be willing to come to campus. Immunocompromised students will need to be accommodated, and some students could choose to delay the completion of their programs. The Committee heard examples of successful in-person learning, which involve distancing, breaking the

students into smaller groups, providing masks and sanitizer, and hybrid models of course delivery.

- The Co-Chair indicated that this discussion will continue at the next meeting, as online teaching due to COVID-19 is continuing

7. Assessment Guidelines for Remote and Online Assessments for the Fall 2020 Term

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

Highlights:

- The proponents reported that revisions to Section G of the University Calendar (Examinations and Tests) were made over the summer to include regulations for the assessment of students in courses being delivered in online, remote, and blended formats in the Fall 2020 term
- Discussion included:
 - That there is some confusion and concern regarding the regulations that “*Students must have the option to start a test or timed assessment at a time that best suits their situation within a 24-hour time period*” and “*Tests and timed assessments must be set up to include an additional time extension of 50 per cent of the test/assessment duration to allow for any technology issues that may arise*”, and the Committee suggested that guidelines relating to these are needed
 - That not all exams are administered within the Desire2Learn (D2L) platform
- The Co-Chair noted that these revisions are for the Fall 2020 term only, and it is expected that the regulations will be modified and improved for subsequent terms

8. USRI Working Group Update

Leslie Reid presented this item.

Highlights:

- The presenter provided an update on the work of the Universal Student Ratings of Instruction (USRI) Working Group, and reported that feedback is being compiled from stakeholder consultation meetings that have occurred, and that a survey will go to the campus community in the fall
- The Committee was reminded that the USRI Working Group will develop recommendations that will be brought to committees and the GFC in due course
- In response to a question, it was reported that the Faculty of Veterinary Medicine will soon begin using the USRI

9. Taylor Institute for Teaching and Learning Report

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

Highlights:

- Thousands of people, internal and external to the University, have been accessing the TI's resources
- The Learning Technologies Coaches have been providing one-on-one support to instructors for managing online courses and troubleshooting technical issues, and this program will continue
- The 2020 Program for Undergraduate Research Experience (PURE) was a success, with the summer projects transitioned to an online environment. The Celebration of Achievement will be held September 28, 2020.
- The TI has recruited an Educational Development Consultant (Indigenous Ways of Knowing), who will work with the Faculties to include Indigenous perspectives and pedagogy in teaching and learning
- The Teaching and Learning Grants and Teaching Scholars programs will launch October 1, 2020, with award announcements to be made by March 31, 2021 (fiscal year end). It was noted that an online teaching stream has been added to the Teaching and Learning Grants program to recognize the challenges of teaching during COVID-19.
- In response to a question, it was reported that the TI is filming videos and thinking creatively about how to celebrate programs such as the PURE

10. Students' Union Report

Semhar Abraha, Students' Union (SU) representative to the Committee, presented this item.

Highlights:

- The call for nominations for the SU Teaching Excellence Awards has been released. The deadline for nominations for Fall 2020 is October 23.
- As the normal celebration could not be held, the acceptance speeches of the last SU Teaching Excellence Awards recipients have been posted on the SU's webpage

11. Graduate Students' Association Report

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

Highlights:

- The Road to Success in Grad School event will be held October 6, 2020
- Thesis Talk Thursday is a regular event for graduate students to share their research and learn from each other. Members of the Committee were asked to encourage their graduate students to contact the GSA if they would like to have their research showcased.

12. Communication Points

The Co-Chair and Academic Co-Chair reviewed the meeting's take-aways with the Committee.

13. Other Business

There was no other business.

14. Adjournment

The September 15, 2020 Teaching and Learning Committee meeting was adjourned by consensus.

The meeting was adjourned at 3:44 p.m.

Susan Belcher
Meeting Secretary