



TO: Mike Farrell  
Secretary of Senate

FROM: Anna Lathrop, Chair  
Senate Teaching and Learning Policy Committee

DATE: May 7, 2007

**Teaching and Learning Policy Committee  
2006-07 Annual Report to Senate**

During the 2006-07 academic year, the Teaching and Learning Policy Committee (T&LPC), as a whole, met on eight occasions; a number of other meetings were held by task force members. The following summary of the Committee's activities is presented for the information of Senate.

Undergraduate Retention Strategy

At the request of the Retention Committee, the T&LPC reviewed and recommended amendments to the Undergraduate Retention Strategy which was then forwarded and formally received by Senate.

Amendment to the Faculty Handbook

On the recommendation of the Committee, Senate approved an amendment to FHB III: 11.8.6 regarding modification of a degree.

Context Courses

The Task Force on Context Courses continued to examine the potential to expand the breadth of the context courses and to examine the policy/procedures required to develop new courses.

Feedback was requested, and recently received, from the Undergraduate Program Committee and the Committee on Academic Deans regarding a proposed recommendation to Senate with respect to the designation of any new context course. The motion will be presented to Senate in fall 2007.

Discussions are underway with the Registrar's Office to develop a context credit website to provide incoming students with detailed information regarding Brock's requirements. As well, the T&LPC will continue to monitor the offering of context courses given that Senate had previously approved a recommendation encouraging additional context course offerings in the evenings and in the spring term and additional ½ credit courses. A request was made to the Governance Committee that a regular review (e.g. every three years) of context courses be included within the mandate of the Undergraduate Program Committee.

Best Practices for Course Evaluations

The Committee reviewed and approved the dissemination of a Faculty Course Evaluation Survey to the University's teaching community. Data was collected and reviewed, and a model of best practices in the evaluation of teaching at Brock University was developed by the Committee Task Force. An executive summary of the best practices document was forwarded to Senate for information. It is anticipated that a motion to Senate to adopt the best practices will be presented in the fall of 2007.

### Information Technology

Updates from the CIO/Executive Director (Interim) were provided to the Committee and forwarded to Senate for information.

### Room Utilization (Teaching and Exams)

The Committee examined the challenges facing the University during consultation with the Registrar and Associate Registrar and through updates from the Room Modernization Committee. In the spirit of cooperation, the T&LPC encouraged faculty to think about alternatives to scheduling 3 hour blocks for large lectures and for exams due to the critical space shortage.

### Library

Regular reports, including updates on the Learning Commons project, were provided to the Committee and forwarded to Senate for information.

### Students-at-Risk Protocol

The Committee received a presentation on the students-at-risk protocol which is embedded in the policy titled *Code of Student Conduct and Disciplinary Procedures in Non-Academic Matters* (items 35-55) and can be viewed in full on the University website.

### Start Day of Fall Term

Information was sought regarding the extent of the courses affected by the reduction of labs due to the commencement of the fall term on a Thursday, specifically within the Faculty of Mathematics and Science. This continues to be an issue for deliberation for the Committee. Further information will be requested from the Dean of Math and Science in order to provide the Committee with details early in the fall of 2007 for consideration before the establishment of the fall 2008 commencement date.

I would like to take this opportunity to thank each member of the Committee for their efforts and time during the year, especially Professor Mike Carter, Chair of the Task Force on Context Courses and Professor Maureen Connolly, Chair of the Task Force on Course Evaluations. Particular thanks, also, to Margaret Thompson for her consistent and considerable administrative support for this Committee.

Respectfully submitted,

Dr. Anna Lathrop, Professor and Associate Dean  
2006-07 Chair, Teaching and Learning Policy Committee