



MINUTES OF MEETING #2 (2007-08)

SENATE TEACHING AND LEARNING POLICY COMMITTEE

WEDNESDAY, NOVEMBER 28, 2007, 11:00 AM

BOARD ROOM, 13TH FLOOR, SCHMON TOWER

PRESENT: Professor John Sivell (Chair), Professor Anna Lathrop (Vice-Chair), Professor Mohamed Ayadi, Ms. Karen Bordonaro, Professor Maureen Connolly, Professor Patricia Debly, Dr. Greg Finn, Professor Tom O'Neill, Dean Marilyn Rose, Professor Paul Zelisko

Mr. Patrick Beard, Ms. Barb Davis, Margaret Thompson (Secretary)

REGRETS: Dean John Corlett, Ms. Margaret Grove, Professor Julian Kitchen, Ms. Iva Mathews

Professor Sivell welcomed members and guests and called the meeting to order. He noted that the agenda had been updated to include a review of sections of Faculty Handbook III.

1. Approval of Minutes

[The minutes of the Meeting #1 of the 2007-08 Teaching and Learning Policy Committee held on October 3, 2007 had been electronically distributed with the meeting materials.]

A correction was noted to the minutes that Professor O'Neill had been in attendance.

MOVED (Finn/Zelisko)

THAT the minutes of the meeting of the Teaching and Learning Policy Committee held on October 3, 2007 be approved as amended.

CARRIED

2. Business Arising from the Minutes

With respect to the development of a risk management policy for academic activities off campus, Professor Sivell noted that he had received word from Professor Brindle that the policy was currently being drafted. In response to a question from the Chair, members concurred that it would best to review the policy once it had been finalized.

3. Review of FHB III: 6.1 - English Proficiency

[FHB Section III 6.1 - *English Proficiency* had been electronically distributed with the meeting materials.]

Professor Sivell referred members to FHB III: 6.1 - *English Proficiency*. The Committee had received a request from the Registrar to review the section as the language was outdated.

Members reviewed section A) noting that the Sub-Committee on Literacy in Reading and Writing had ceased to exist and the protocol was no longer in effect.

MOVED (Rose/Finn)

THAT the Teaching and Learning Policy Committee recommends to Senate that Section A of FHB III: 6.1 English Proficiency be deleted.

CARRIED

It was further identified that section C) was directly related to the procedures outlined in section A, recommended for deletion.

MOVED (Connolly/O'Neill)

THAT the Teaching and Learning Policy Committee recommends to Senate that Section C of FHB III: 6.1 English Proficiency be deleted.

CARRIED

A discussion ensued regarding the importance of including a statement recognizing that literacy/numeracy skills are closely related to academic success at both the undergraduate and graduate levels and that departments and programs ought to have a right to administer their own tests and requirements. A subgroup consisting of Professor Sivell, Professor Connolly and Ms. Bordonaro was formed to develop a draft statement and present any further amendments to sections B and D to the Committee prior to forwarding the motions to Senate.

4. Review of FHB III: 9.2.1 - Courses Requiring a Final Examination

[FHB Section III: 9.2.1 *Courses Requiring a Final Examination* had been electronically distributed prior to the meeting.]

The T&LPC has been requested by the Retention Committee to discuss and provide feedback with respect to whether or not mandatory first year exams are a factor in student success and/or failure rates. If the latter, then consideration of lifting the mandatory requirement would allow greater instructional freedom in this area, and could potentially, ease the crush of first year exams and, hence, poor performance.

A comprehensive discussion ensued during which members provided feedback regarding the pros and cons of mandatory first year exams and the potential to relax the requirements. It was noted that with respect to its impact on student success and/or failure and retention rates, statistical data would be difficult to obtain due to the numerous variables.

Professors Lathrop and Connolly would present the Committee's feedback to the Retention Committee.

It was further identified that a previous regulation in the Faculty Handbook which outlined the maximum weight to be given to examinations had been deleted by Senate in 1995 (Senate 413, May 24, 1995). The Committee agreed that the issue be examined in more detail at the next meeting.

5. Proposal to Modify the Academic Year Schedule

[A document titled *Towards a Rational Academic Year* had been electronically distributed with the meeting materials.]

Due to time limitations, members concurred that consideration of the proposal be deferred to the next meeting (December 19, 2007).

6. Best Practices in the Evaluation of Teaching - Verbal Update

Professor Lathrop reported that as per the request of the Committee, Senate had held a time-limited discussion at its 553rd meeting on November 21, 2007 with respect to what, if any, policy items the Committee should pursue from the *Best Practices in the Evaluation of Teaching* document posted on the CTLET website.

Senate conveyed that the T&LPC forward a formal motion to endorse the Best Practices document. It was further suggested that a hard copy of the document be provided to all Department Chairs and Directors as a means of raising awareness of the practices.

MOVED (Lathrop/Connolly)

THAT the Teaching and Learning Policy Committee recommend that Senate endorse the *Best Practices in the Evaluation of Teaching* as posted on the Centre for Teaching and Learning Educational Technologies website.

CARRIED

The web address would be included in the announcement to Department Chairs and Directors following Senate's approval.

7. Process to Formalize the Approval of New Context Courses - Verbal Update

Professor Sivell reported that the motion forwarded to Senate 552 on October 17, 2007 from the Teaching and Learning Policy Committee regarding the designation of any new context course had been referred to the Committee of Academic Deans for further consideration. To date, CAD had yet to forward its response to the T&LPC.

8. Student Medical Certificate - Verbal Update

Professor Lathrop noted that following the Committee's review of the Student Medical Certificate, it had been further considered by the Undergraduate Program Committee, the Student Affairs

Committee, and the Committee of Academic Deans. A recommendation regarding a proposed amendment to the Faculty Handbook would be forthcoming to Senate from UPC.

9. Other Business - None

10. Adjournment

The meeting adjourned at 12:25 p.m.