



MINUTES OF MEETING #1 (2007-08)

SENATE TEACHING AND LEARNING POLICY COMMITTEE

WEDNESDAY, OCTOBER 3, 2007, 11:00 AM

BOARD ROOM, 13TH FLOOR, SCHMON TOWER

PRESENT: Professor John Sivell (Chair), Professor Anna Lathrop (Vice-Chair), Professor Mohamed Ayadi, Mr. Patrick Beard, Dean John Corlett, Professor Maureen Connolly, Professor Patricia Debly, Dr. Greg Finn, Ms. Jill Grose, Professor Julian Kitchen, Dean Marilyn Rose, Professor Paul Zelisko, Margaret Thompson, Administrative Support

REGRETS: Ms. Karen Bordonaro, Ms. Margaret Grove, Ms. Iva Mathews

1. Welcome and Introductions

Professor Sivell welcomed members to the inaugural meeting of the 2007-08 Teaching and Learning Policy Committee and called the meeting to order. Self-introductions were made.

2. Terms of Reference

[The Committee's Terms of Reference had been distributed with the meeting materials.]

The Committee's Terms of Reference, as outlined in Faculty Handbook II: 9.8, had been distributed to members for information.

3. Report of the Chair

Professors Sivell and Lathrop provided an update on several outstanding issues from the 2006-07 academic year. During discussion, the Committee concurred that the following actions be taken:

- a) Re: Start day of fall term - A proposal from Dean Mercier to address the current challenges facing the Faculty of Mathematics and Science with respect to the scheduling of labs when fall term commences late in the week would be further examined by the Committee. As well, a proposal prepared by Professor Hughes regarding the modification of the academic year would be forwarded to members following today's meeting. The item would be placed on the next meeting agenda for full discussion.
- b) Re: Risk management for academic activities off campus - Professor Sivell agreed to contact Professor Ian Brindle, Interim Associate Vice-President Research regarding the

status of the draft policy. It was anticipated that the draft policy would be reviewed by the Committee at a future meeting.

- c) Re: Potential recommendation that course evaluations/procedures be posted on departmental websites: - The Committee initially determined that the Chair should draft a letter to Chairs and Directors requesting feedback on the proposal; however, later in the meeting discussion around item 5 (please see below) led to a decision that the entire issue should go to Senate for time-limited discussion and feedback. Thus, no communication with Chairs and Directors would in fact be appropriate at this stage in the process.

4. **Process to Formalize the Approval of New Context Courses**

[A Decision Item to the Committee *Topic: Designation of New Context Courses* dated October 3, 2007 had been distributed with the meeting materials.]

Professor Sivell referred members to the Report titled *Designation of New Context Courses* and reviewed the rationale for the proposed recommendation as outlined in the document.

A discussion ensued during which Professor Connolly and Professor Lathrop responded to questions. Dean Corlett noted a potential concern with respect to the decanal approval process.

MOVED (Zelisko/Lathrop)

That the Teaching and Research Policy Committee recommend to Senate that the designation of any new context course (whether a humanities context course, a science context course, or a social science context course) be first approved by the dean of the related faculty (thus the Dean of Humanities for any new humanities context course, the Dean of Mathematics and Science for any science context course, or the Dean of Social Sciences for any social sciences context course).

CARRIED

5. **Best Practices in the Evaluation of Teaching**

[A Decision Item *Topic: Best Practices in the Evaluation of Teaching* dated October 3, 2007, together with the Recommendations for Best Practice in Evaluation of Teaching, had been distributed with the meeting materials.]

Professor Sivell and Professor Lathrop reviewed the Report and expanded on the historical background of the development of the *Recommendations for Best Practice in Evaluation of Teaching* for undergraduate courses which is currently posted on the CTLET website. An extensive discussion ensued regarding next steps to be taken.

MOVED (Corlett/Connolly)

That the *Recommendations for Best Practice in Evaluation of Teaching* be forwarded to Senate as the basis for time-limited discussion and for elicitation of Senate's advice to the Teaching and Learning Policy Committee with respect to what, if any, policy items the Committee should pursue from the document and then present to Senate.

CARRIED

An editorial amendment was recorded to statement #9 of the Recommendations and the document would be updated accordingly by the CTLET.

6. Student Medical Certificate

[A Decision Item to the Committee *Topic: Student Medical Certificate* dated October 3, 2007 had been distributed with the meeting materials.]

Professor Lathrop reviewed the rationale for the proposed Student Medical Certificate as outlined in the Report. During discussion, it was proposed that the Certificate be amended to include the name of the instructor and the date received.

MOVED (Kitchen/Corlett)

THAT the Teaching and Learning Policy Committee endorse the adoption of the Student Medical Certificate, as amended, and that it be forwarded to the Undergraduate Program Committee for further consideration.

CARRIED

It was anticipated that the Undergraduate Program Committee, following its review and approval of the Student Medical Certificate, would present a motion to Senate to amend FBH III: 9.4 *Deferred Examinations* accordingly.

7. Standing Report - Library

[A Report from the University Librarian dated October 3, 2007 had been distributed prior to the meeting.]

The Library Report was received for information.

8. Other Business - None

9. Adjournment

The meeting adjourned at 12:20 p.m.