



MINUTES OF MEETING #3 (2006-07)

**SENATE TEACHING AND LEARNING POLICY COMMITTEE**

WEDNESDAY, NOVEMBER 22, 2006, 10:30 AM

ALUMNI LOUNGE, 13<sup>TH</sup> FLOOR, SCHMON TOWER

PRESENT: Professor Anna Lathrop (Chair), Dr. Terry Boak, Ms. Karen Bordonaro, Professor Don Brown, Professor Michael Carter, Dean John Corlett, Professor Maureen Connolly, Professor Patricia Debly, Mr. Ron Dubien, Ms. Michelle Green, Professor Pierre Lizée, Dean Marilyn Rose, Professor Paul Zelisko, Ms. Margaret Thompson (Administrative Support)

ALSO

PRESENT: Mr. Pat Beard, Ms. Pat Cane, Ms. Barb Davis, Ms. Beth Natale

REGRETS: Ms. Margaret Grove, Professor Julian Kitchen

Professor Lathrop welcomed members and called the meeting to order. She noted that an item which arose during the previous academic year regarding the start date of the fall term would be placed on the agenda for the next meeting.

The Chair welcomed new faculty members Professor Pierre Lizée and Professor Patricia Debly and new resource member, Mr. Patrick Beard. Self-introductions were made.

**1. APPROVAL OF MINUTES**

[Minutes of Meeting #2 held on November 1, 2006 had been distributed with the meeting materials.]

**MOVED** (Zelisko/Bordonaro)

**THAT the minutes of Meeting #2 held on November 1, 2006 be approved.**

**CARRIED**

**2. REPORT OF THE CHAIR**

Professor Lathrop extended thanks to Mr. Dubien and Professor Connolly for their recent report to Senate regarding WebCT and to Professor Carter for presenting to Senate the portion of the Committee's Report regarding the potential interruption of academic operations.

The Chair noted that she had received an email from Professor David Hughes expressing concerns regarding the scheduling of examinations and the proctoring of exams. The issue would be addressed later in the meeting during the discussion of agenda item 4 "Room Utilization".

**3. INTERPRETATION OF FHB III: 11.8.6**

"Students may not modify a degree standing after it has been awarded by taking additional courses to upgrade their standing, nor, once a degree is conferred, may the record of courses comprising that degree be changed in any manner. This does not preclude a student who has completed a 15-credit degree from applying to pursue a 20-credit degree."

Senate 444, 450, 483

Chair Lathrop noted that the Committee had been requested to examine the interpretation of FHB III: 11.8.6 by Professor Finn, Chair of the Undergraduate Program Committee, due to a recent situation where a request was made to the Registrar's Office to change a grade, due to a mathematical error by the instructor, after the academic record had been sealed.

During discussion, Ms. Davis indicated that there have been instances in the past when grade changes, outside of the student's control, had been requested and granted, with the acknowledgement of the Dean of the Faculty, to protect the academic integrity of the student record.

Members concurred that the wording of the regulation should be consistent with current practice and acknowledged that a grade was not final until any due processes surrounding the grade had been resolved.

**MOVED** (Corlett/Connolly)

**That Senate approve the following proposed amendment to FHB III: 11.8.6:**

**"Students may not modify a degree standing after it has been awarded by taking additional courses to upgrade their standing, nor, once a degree is conferred, may the final record of courses comprising that degree be changed in any manner. This does not preclude a student who has completed a 15-credit degree from applying to pursue a 20-credit degree."**

**CARRIED**

Professor Lathrop would communicate the proposed amendment to the Chair of the Undergraduate Program Committee.

**4. ROOM UTILIZATION (Teaching and Exams)**

[A Report *Timetable and Scheduling: Issues Analysis*, together with Appendices I - VI, were circulated to members during the meeting.]

Ms. Davis referred members to the circulated Report and appendices. The *Timetable and Scheduling: Issues Analysis* had originally been accepted by Senate at its 512<sup>th</sup> meeting held December 17, 2003 and had since been updated.

With respect to room utilization for examinations, Ms. Davis noted that although the utilization of the Walker Complex has been of tremendous benefit, there remains space challenges due to complexity of the structure of the exam schedule and the mandatory requirement of final exams for all first year courses. It was pointed out that the primary considerations when constructing the final exam schedule are size, not nature of the exam, and to avoid conflicts for students. At this time, the Registrar's Office does not produce the schedule for mid-term exams but does assist with finding space for these exams.

The Committee concurred that it would be appropriate to further examine the potential to offer alternate methods of assessment for first year courses and to investigate the length of exams.

With respect to room utilization for teaching space, Ms. Davis referred members to Appendices IV, V and VI, noting that teaching space is utilized to its maximum capacity during the day and eases off a bit in late afternoon and evening. Scheduling challenges continue due to the demand for certain lecture spaces which have been upgraded with equipment/technology.

In response to a question, Ms. Davis indicated that the schedules are produced to maximize the use of space to the best potential. The issue is not the software utilized, but the number of rules that must be entered into the system. A major challenge is the inability of the Scheduling Office to honour requests for classroom changes due to the University's complex system of teaching patterns which creates overlap in spaces and wasted time slots.

During discussion, Ms. Davis and Ms. Cane responded to questions and comments from members. It was identified that it would be of benefit to further examine current teaching patterns to determine if the utilization of teaching space could be improved upon without altering the effectiveness of teaching or infringing on the principles of academic freedom.

Professor Lathrop thanked Ms. Davis and Ms. Cane for the comprehensive report. Ms. Davis and Ms. Cane retired from the meeting.

## 5. UNDERGRADUATE RETENTION STRATEGY

[The *Undergraduate Retention Strategy: Draft* dated November 1, 2006 had been distributed with the meeting materials.]

Ms. Natale provided an overview of the *Draft Undergraduate Retention Strategy* which had been distributed to members for review prior to the meeting. The Retention Committee was currently seeking feedback from several groups across campus prior to the submission of the document to Senate. Noting its relevance to the previously discussed agenda item, Ms. Natale drew attention to recommendation #5 regarding the examination of other academic regulations which influence student achievement.

During discussion, Ms. Natale responded to questions and received comments and advice from members, including the following:

- Admission requirements affect retention strategies;
- Students in the range of 75-80% average may require more support than those with higher averages;

- An increase in funding/resource allocation for support systems will be required from Senior Management to attain goals outlined in the document; strategy needs to include budget proposal;
- How instructors deliver first year courses affects students' success/retention rate; need to cultivate instructors to teach/manage large classes;
- Undergraduate experience could be enhanced by capitalizing on our graduate students;
- Need to identify benchmarks for improvement

**6. INTERRUPTION OF ACADEMIC OPERATIONS – Deferred due to time constraints**

**7. UNDERGRADUATE COURSE EVALUATIONS – WEBSITE POSTINGS - Deferred due to time constraints**

**8. TASK FORCE UPDATES - Deferred due to time constraints**

**9. OTHER BUSINESS - Deferred due to time constraints**

**10. NEXT MEETING**

A timetable would be forwarded to members to complete and return to the Secretary to determine a common meeting time for the winter semester.

**11. ADJOURNMENT**

The meeting adjourned at 12:00 p.m.