Minutes of the 18th meeting, held on Tuesday 11 March 2008,
from 10:00 to 12:00 in room 310 James Administration Building

Present:, M. Mendelson (Chair), J. Clark, J. Everett, S. Franke, d. Harris, A. Jaeger, J. Luker,
M. Kreiswirth, K. Oberer, H. Sleiman, S. Tran, C. Urbain, C. Weston, A. Ippersiel (Secretary to
the Committee)

Regrets: A. Angus, B. Baker, A. Costopoulos, A. De Motta, D. Starke-Meyerring, S. Franke, T. Kirby,
T. Wheeler, Y. Steinert

Guest: M. Slapcoff (TLS) for item #7 PPET

1. **Adoption of the agenda**
The agenda was accepted as circulated.

2. **Membership list for 2007-2008.**

3. **Approval of minutes of the SCTL meeting held on 03 December 2007**
The minutes were approved as circulated.

4. **Business arising from minutes of previous meetings**
a) Nexus between Teaching and Research (TL.07-12-01 revised 25 Jan 2008)
The committee briefly looked at this document at the December 3rd meeting. The working group had
made several recommendations including the establishment of a task force (recommendation #8).

Discussion centered on the recommendations. There was discussion about the need for University
guidelines with practical suggestions for implementation at the Faculty/department level. It was
suggested that a high level task force would be appropriate to take this document forward but the
recommendations would have to be fleshed out and refined. Revisions could be made such as
expanding the definition of active learning, focusing on interdisciplinary writing and communication
skills, as well as including graduate students and their supervision in the discussion about teaching
and research. Certain recommendations such as the one dealing with the revision of the tenure
process and revising merit allocation and review processes have political implications.

Question: Does the committee want a version of this document to be brought to APC and Senate for
discussion, to raise awareness? The members of the committee had no objections.

Action: The Chair of SCTL and the Director of TLS will discuss how a version of the report might
be brought to APC and Senate for conversation.

b) Course Evaluation Policy
On 23 January 2008, Senate approved the Course Evaluation Policy with the proviso that there would
be an evaluation of the policy after 3 years.

Professor Weston distributed several templates for course evaluation questionnaires. These templates
can be useful in helping Faculties design their questionnaires depending on the number of instructors
assigned to a course: 1) lecture course with five instructors, 2) lecture course with two instructors and
3) lecture course with single instructor including T.A. section.

Action: These templates will be posted on the course evaluation website. An announcement should be sent when these are posted.

A number of questions arose suggesting that there may be some uncertainty regarding the number of questions permitted on a questionnaire.
Action: The Chair suggested that a reminder be sent that there is a firm rule of 25 question maximum for questionnaires.

The Chair indicated that the new policy will likely be partially implemented this semester. It is expected to be fully implemented for Fall 08.

5. Mandate of SCTL:
Over the past year, the Secretary General has led a review of Senate committees. The goal is to distinguish those bodies which are governance (policy) and those which are administrative (procedural).

When the mandate for the Academic Policy Committee (APC) was revised, APC didn't look at subcommittees. APC is the body that controls the mandate and membership of SCTL. There are two possible kinds of functions in a committee such as this one: a) policy issues or b) forum for discussion where people gather to talk about what they do.

What is the purpose of SCTL? A review of the mandate suggests that there are both governance and administrative functions. There is no explicit statement that SCTL be a forum for accountability in terms of teaching and learning. If certain reports were requested about quality of teaching and learning in the University, could they be brought to this committee?

The SCTL agenda has focused increasingly on issues related to TLS initiatives. SCTL could provide an ideal forum for issues from the various SCTL members that have a responsibility for teaching and learning across the university, such as, the Associate Provost for Graduate and Postdoctoral Studies, the Dean of Students, and the Executive Director of Student Services.

Action: The Chair will raise at APC a discussion of how the agenda of SCTL should be generated. He will bring comments back to SCTL for further discussion.

6. Reports on activities of working groups and other committees
a) Pedagogical Preparation for Graduate Students:
The all day *Learning to Teach Workshop* was offered on March 8th.   This was initiated by Associate Provost M. Kreiswirth in February as part of his larger vision of pedagogical preparation for graduate students.

A team of individuals from Graduate and Post Graduate Studies (GPS) and Teaching and Learning Services (TLS) developed the program and handled the administration of this workshop. A number of professors and graduate students facilitated the 10 workshops offered during the day. Three hundred students enrolled – 200 of whom arrived during the worst snowstorm of the winter and stayed all day. There were 150 students on a waiting list.

Evaluation of the workshop indicated that the program should be expanded. There seems to be a need for this type of workshop according to the many comments from the participants.

The facilitators used the SRS (student response system) to gain information about the participants. According to responses, 41% of the attendees are currently teaching; 33% were not but would like to. Responses also indicated that 51% of students felt that their departments/Faculties encourage teaching preparation for Graduate Student Instructors/TAs and 29% were not sure.

At the end of the day, 175 people filled out an evaluation:
- 95% agreed that this workshop fulfilled their expectations.
- 90% agreed that they now had a better understanding of the teaching and learning process.
- 92% agreed that this was useful in terms of preparation for their future careers.
- 96% agreed with the statement that "the day has generated new enthusiasm in me about teaching".
- 95% agreed that they would recommend the Learning to Teach Workshop to another student.

It was suggested in the discussion that ensued, that the topics listed in the *Learning to Teach* program be circulated to new faculty. It was also suggested that faculty specific workshops are needed, specifically for Arts students. The question was raised whether the University is planning to open this up to more students.

7. Principal's Prize for Excellence In Teaching (PPET)

The Chair described the key change made to the policy since its last appearance at SCTL 25 September 2007 which is the addition of an explicit criterion related to the importance of the integration of teaching and research.

Several further revisions were suggested. In particular, it was suggested that 'advising and mentoring' be added under the category of Educational Leadership.

The Principal's Prize as revised was approved.

Action: Circulate by email to SCTL the document that shows old and revised versions of the Principal's Prize guidelines.

Action: SCTL will move this forward to APC for the meeting of Thursday, 13 March.

8. Other business

9. Adjournment: 12:00

Andree Ippersiel 2008-04-07