### Senate Committee on University Teaching and Learning (SCUTL) Meeting Meeting Minutes ~ September 23, 2013

**Attending:** Stephanie Chu, Secretary (and Acting Chair), Corinne Pitre-Hayes, Diana Cukierman, Elaine Fairey, Fiona Shaw, Nienke Van Houten, Julian Christians, Stuart Poyntz, Panos Pappas

**Absent:** Chris Groeneboer, Bob Muir, Nancy Johnston, Carolyn Mamchur

**Scribe:** Maria Davis

<table>
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<tr>
<th>TOPIC</th>
<th>DISCUSSION/DECISIONS</th>
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<td><strong>1. Introduction</strong></td>
<td>Introductions were made.</td>
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| **2. Approval of Minutes and Agenda** | • Minutes of the April 17, 2013 meeting were approved. Christians/Pappas  
• Agenda adopted. Shaw/Pappas | |
| **3. Business Arising** | None | |
| **4. Election of Chair** | MOTION: It was MOVED, SECONDED, AND CARRIED that Panos Pappas be elected Chair for the 2013-2014 term. Christians/Cukierman | |
| **5. Update on Teaching & Course Evaluation (TCE) Project – Focus: Proof of Concept** | • Corinne distributed and gave an overview of the Proof of Concept document  
• They tested an approach rather than a system.  
• 14 volunteers (instructors) participated in pilot  
• Online response rates were very good  
• There was discussion on whether the option to give students bonus points for filling in evaluation a good idea  
• This was presented at the Deans’ Council meeting last week and it received very positive feedback.  
• Chairs will receive an email with a copy of the presentation and an invitation to chat prior to getting reports.  
• Corrine will ensure that the Proof of Concept document is not seen as a final recommendation  
• Next step to write everything up | |
| **6. Roundtable Reports** | Tabled | |

The meeting was adjourned at 1:30 pm. The next meeting is on Wednesday, October 30 from 11 am – 12:00 pm