### Senate Committee on University Teaching and Learning (SCUTL) Meeting
### Meeting Minutes ~ October 30, 2013

**Attending:** Stephanie Chu, Secretary (and Acting Chair), Corinne Pitre-Hayes, Chris Groeneboer, Bob Muir, Elaine Fairey, Fiona Shaw, Julian Christians, Panos Pappas  
**Absent:** Nancy Johnston, Diana Cukierman, Nienke Van Houten, Stuart Poyntz, Carolyn Mamchur, Yoko Lu  
**Scribe:** Maria Davis

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<th>TOPIC</th>
<th>DISCUSSION/DECISIONS</th>
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| **1. Introduction** | • Discussion on meeting time for 2014 Spring SCUTL meetings. It was noted that the survey results indicated Thursdays from 3 – 4 pm is the best time for monthly meetings.  
**Action:** Maria will put the dates for 2014 meetings in everyone’s calendar | MD |
| **2. Approval of Minutes and Agenda** | • Minutes of the September 23, 2013 meeting were approved. Christians/Shaw  
• Agenda adopted with one change: Attachment: TLC Final Report (V1.0) changed to TCEP Draft Report Outline. Muir/Christians | |
| **3. Business Arising** | None | |
| **4. Election of Chair** | • Stephanie explained why the committee will have to vote for the position of chair again as Panos Pappas’ name had not yet been put forward to Senate by his Dean for ratification prior to the September meeting. Senate has since ratified him as rep for FASS.  
• Panos agreed to run for Chair but the committee was unable to vote as quorum was not met.  
**Action:** Stephanie will email the committee requesting an electronic vote for the chair’s position. | SC |
| **5. Teaching & Course Evaluation Project Final Report to Senate: outline, appendices and timing** | • The basic concept is to have the summary as brief as possible; appendices will allow for a more in-depth look  
• The main goal is to summarize the key points and deliver a practical document that the implementation group can work with  
• Proof of concept: instructor feedback has been gathered and Corinne is now receiving the feedback survey from students  
• Schedule: Bring the report to SCUTL for endorsement at the November 25 meeting. If approved, it will then be sent to Senate by the December 12 deadline so that it can be discussed at the January 6, 2014 Senate meeting. These dates were chosen in hope that things would be in place by the Fall of 2014  
Corinne opened things up for discussion and the following points were discussed:  
• Concerns were raised on the length of time it would take the committee to review everything before it goes to Senate; the size of the document will play a role in this  
• Corinne noted that some documents have already been seen by the committee; the body of the report will mostly be a summarization of documents; keeping things to the point  
• The committee asked for all documents to be distributed to SCUTL for review as soon as possible  
• The goal is to come up with some distilled principles consistent with the research and how this can be implemented as best practice.  
• It was suggested that “student evaluation of teaching” would be a better term to use; put in title of report or first sentence of the report.  
• Useful to have a bibliography for follow up or if departments want to look at | |
specifics – or have a section called references for the report itself. References are already embedded in relevant appendices.

- Student evaluation of teaching should not be the only source of data in tenure and promotion decisions, but this cannot be mandated. How can we encourage adoption of principles regarding use of the data?
- Timing: Report will be circulated well in advance of the next meeting. That meeting will be dedicated to discussion of the report and extended by a half hour to allow more time. Appendices will be sent right away and the draft report should be ready in approximately two weeks. The summary document will be circulated at least one week prior to the Nov 25 SCUTL meeting.

**Action:** Maria will extend room booking and calendar invite to a 1.5 hour meeting on Nov. 25 and notify committee members through Connect.

**Action:** Corinne will distribute documents as early as possible, prior to next meeting.

- If there will be anyone skyping into the November meeting, then committee members should distribute their comments electronically before the meeting in order to facilitate discussion
- If typos are found in the report, committee members can send their changes straight to Corinne but comments on the content of the document should be discussed at the meeting.

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<th>6. Roundtable Reports</th>
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The meeting was adjourned at noon. The next meeting is on Monday, November 25 from 12:00 – 1:30 pm.