### Senate Committee on University Teaching and Learning (SCUTL)
**Meeting Minutes ~ May 8, 2014**

**Attending:** Panos Pappas, Chair; Stephanie Chu, Secretary; Diana Cukierman, Julian Christians, Elaine Fairey, Nancy Johnston, Bob Muir, Kevin O’Neill, Fiona Shaw, Nienke Van Houten  
**Absent:** Michael Johnson, Stuart Poyntz, Yoko Lu  
**Guest:** Jon Driver  
**Scribe:** Denise Buck

<table>
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<th>TOPIC</th>
<th>DISCUSSION/DECISIONS</th>
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<td>1. Approval of Agenda</td>
<td>The agenda was adopted.</td>
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| 2. Approval of Minutes                     | The April 10, 2014, minutes were approved.  
**Moved:** Julian, **Second:** Kevin                                                |           |
| 3. Presentation by Jon Driver, VP Academic | • Discussion regarding the following documents:  
  - SCUTL Memo, April 25, 2014  
  - TCEP Best Practices Principles 1.2  
  - TCEP Final Report 1.7  
  - ToR for Evaluation Working Group – TCEP  
  
  - Over the next 6 months, Working Group to focus on phase 2 of the implementation plan, completing by October  
  - Discussion on guiding principles of student evaluations, what questions provide the best value and how to identify excellent teaching  
  - Discussion on TOR of working group. To be continued on Canvas  
  - Composition of working group discussed: include 1 IRP (Institutional Research and Planning) member, Chris Groeneboer to be Project Manager, etc, as required. To be continued on Canvas  

  **Action Items:**  
  - Discuss on Canvas over the next week: criteria, timelines, extended timeframe, refine tasks with an online vote  
  - Provide to Jon Driver the name of SCUTL member who will Chair the Working Group  
  - Create editable version of Terms of Reference on Canvas  
  - Review Terms of Reference over the next week  
  |                                                                 |                                                                 |
| 4. Elect a New Chair                       | • Tabled.                                                                                                                                                                                                              |           |
| 5. Schedule July Meeting                   | • Discussed timing of next meeting and decided on June 5<sup>th</sup>  

  **Action Items:**  
  - Schedule the June 5<sup>th</sup> meeting  
  |                                                                 |                                                                 |

The meeting was adjourned at 4:00 pm. The next meeting is Thursday, June 5, 2014, 3:00 – 4:00 pm, EDB 7512 (TLC Seminar Room).