**Senate Committee on University Teaching and Learning (SCUTL)**

**Meeting Minutes ~ October 28, 2014**

**Attendings:**
- Panos Pappas, Chair
- Chris Groeneboer
- Diana Cukierman
- Elaine Fairey

**Absent:**
- Stephanie Chu, Laura Forsythe, Nienke Van Houten

**Guest:**
- Corinne Pitre-Hayes

**Scribe:** Denise Buck

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<tr>
<th>TOPIC</th>
<th>DISCUSSION/DECISIONS</th>
<th>ACTION BY</th>
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<td>1. Approval of Agenda</td>
<td>The agenda was adopted.</td>
<td>Moved: Julian, Second: Bob</td>
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<td>2. Approval of Minutes</td>
<td>The September 16, 2014, minutes were approved.</td>
<td>Moved: Bob, Second: Julian</td>
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<td>3. Business Arising</td>
<td>None</td>
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<td>4. Chair’s Report</td>
<td>• The Apple iwatch concern was raised at a LTCC meeting and it was decided that it will create a solution such as projecting a time piece</td>
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<td>5. Report from TCEP Working Group</td>
<td>• Corinne Pitre-Hayes to provide an update during the Roundtable</td>
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| 6. Terms of Reference | • Reviewed and discussed handout  
  • It was decided that the first goal will be expanded to a paragraph including examples and “but not limited to…” | |
| 7. Roundtable | • Corinne Pitre-Hayes provided an update on the TCE Implementation Project  
  • Working Group was established to focus on policy and practices as well as the transition from the previous process to the new  
  • Currently finalizing draft report with key points to be sent to all Faculty and instructors, inviting feedback  
  • 2nd phase to be more involved with policy and practices  
  • Noted that policy will be developed to support instructors during the transition to the new system as there should not be an impact on instructors  
  • Working Group to be involved in the roll out with SCUTL oversight  
  • RFP issued in July, contract recently signed with vendor, software to be integrated with Canvas and PeopleSoft  
  • SCUTL to look at project charter  
  • The new evaluation tool which will be embedded in Canvas, provides opportunity to give feedback ad hoc throughout term  
  • IRP and others using surveys can evaluate the new survey tool and will have the opportunity to migrate to it  
  • 2 pilots are scheduled for summer 2015 and Fall 2015  
  • The project remains under SCUTL during implementation, at a later date may possibly move to IRP and/or TLC | |

The meeting was adjourned at 10:35 am. The next meeting is Tuesday, November 25, 2014, 9:30 – 10:30 am, EDB 7512 (TLC Seminar Room).