**Senate Committee on University Teaching and Learning (SCUTL) Meeting Minutes ~ November 25, 2014**

**Attending:**
- Panos Pappas, Chair
- Chris Groeneboer
- Diana Cukierman
- Elaine Fairey
- Donna Mcgee-Thompson
- Julian Christians
- Michael Johnson
- Nancy Johnston
- Nienke Van Houten
- Rebecca Whitmore
- Stephanie Chu, Laura Forsythe, Kevin O’Neill, Bob Muir
- Corinne Pitre-Hayes

**Guest:**
- Vea Banana

## TOPIC | DISCUSSION/DECISIONS | ACTION BY
---|---|---
**1. Approval of Agenda** | The agenda was adopted. | 
**2. Approval of Minutes** | The October 28, 2014, minutes were approved. Moved: Michael, Second: Julian | 
**3. Business Arising** | None | 
**4. Chair’s Report** | - David Paterson from the Faculty of Education will be coming to the next SCUTL meeting to do a presentation.  
- TCEP working group will be sending draft to its stakeholders. In the beginning of December, feedback will be sent to TLC and IRP. The group also discussed process of evaluation questions and next phase in terms of recommended policies. | 
**5. Report from TCEP Working Group** | - There will be a pilot for Health Sciences and potentially other academic units that are interest and ready for the 2015 summer term.  
- Transition will be incremental.  
- Pilot will not include TA evaluations. | 
**6. TCE Implementation Project Update & Project Charter for Review & Approval** | - The objective of the charter is to formalize the project and address the why, how, timeline, etc.  
- This document is forwarded to SCUTL as the steering committee.  
- **Request to look through the content of Charter and vote on the approval of the content**  
- **Send an e-vote on Monday, December 1, 2014**  
- Currently, the working group is communicating with the vendor to create a detailed plan for the pilot | All committee members Panos

**7. Terms of Reference** | - No notable changes from last meeting except that #1 purpose now include examples as per last meeting’s discussion.  
- #2 under operation was discussed. The definition of “qualified alternate” was questioned.  
- **Find out the actual process/best practice for alternates** | Panos/Chris

**8. Scheduling** | - Send a doodle poll to establish meeting dates for next term  
- Committee requests meetings no earlier than 10:00 a.m. | Denise

**9. Roundtable** | - No roundtable updates were given, however during introductions, there were a few notable updates:  
- Rebecca joins as the graduate student representative.  
- Julian is the President of SFUFA for this academic year.  
- Donna will be replacing Elaine during her leave. | 

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