**TOPIC** | **DISCUSSION/DECISIONS** | **ACTION BY**
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1. Approval of Agenda | The agenda was adopted. | |
2. Approval of Previous Minutes | The November 25, 2014, minutes were approved the following revision: Roundtable: “Julian is the President of SFUFA for this academic year.” | |
3. Business Arising | • Results of the e-vote: 9 votes via web survey, 2 votes via email, TCE Implementation Charter unanimously accepted | |
4. Chair’s Report | • TCEP Working Group is in progress, draft of report to be sent out by Thursday, December 11th from VPA office, for community consultation | |
5. Terms of Reference (Chris) | • Discussed final revisions to ToR • All in favour to accept ToR and forward to VPA for review | Moved: Panos, Second: Julian
6. Roundtable | • Effective January 2015, Panos will be stepping down as SCUTL Chair while on parental leave and Stephanie Chu will be Acting Chair during this time • Scheduling of SCUTL monthly meetings is preferred on a Monday, 11:00 – 12:00 • SCUTL to draft email to send to Jo Hincliffe, Academic Integrity, for distribution to all departments advising instructors they have the right to disallow watches during exams due to concern regarding iWatches TCE Update (Corinne) • technical side is going smoothly, core team is testing the integration piece • communications plan draft to be shared with SCUTL • Panos/VPA will be sending email with link to website Action Item: • SCUTL to send draft email to Jo Hincliffe, Academic Integrity, for distribution to departments regarding disallowing watches during exams | |
7. CELLTR (David Paterson) | • David Paterson, Coordinator, Centre for English Language Learning, Teaching and Research • Dedicated to supporting students, staff and faculty in English as an Additional Language with academic and language support, guidance to instructors, perform assessments of EAL services, facilitate research in teaching and learning, complementary services to Student Learning Commons and others • Contact CELLTR regarding curriculum development | |