### TOPIC DISCUSSION/DECISIONS

#### 1. Approval of Agenda

The agenda was adopted.  
**Moved:** Julian, **Second:** Elaine

#### 2. Approval of Previous Minutes

The April 13, 2015, minutes were approved.  
**Moved:** Julian, **Second:** Rebecca

#### 3. Business Arising

- There was a question (EF) regarding the action item in #4 “Confirm if SCUTL to receive a report from TFFE. Stephanie took on a new action item to send an email to SCUTL to alert members to the TFFE report and encourage members to respond.

**Action Items:**
- Send email to SCUTL to alert members to the TFFE report and encourage members to respond.
- Send doodle poll to schedule summer meetings

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#### 4. Chair’s Report (Acting)

- Panos’s term as Chair is up soon.
- Bob Muir is stepping down. Faculty of Environment will appoint someone likely in the fall.
- FHS also needs a new representative.
- Rebecca Whitmore is leaving as she will be graduating; a new grad student rep is needed.
- The annual SCUTL Report has been submitted to Senate. Panos will go to Senate Board meeting next week to answer questions.

#### 5. Refining the name of student evaluations of teaching and courses (Julian)

- A renaming of the Course Evaluation tool was suggested. The title “Student Evaluation of Teaching and Courses” is consistent with the term “Student Evaluation of Teaching (SET)” used in the literature, and better communicates that this is student-centered tool. (pka) TCEP Report that came out at the end of the first TCE Project was also named “Student Evaluation of Teaching and Courses”
- It was agreed that the name change to “SETC” be implemented.

**Action Items:**
- Take the name change to Jon Driver, to the working group, and the Core Team. If it is agreed, change the name in the many places (documents, websites, etc.), which reference the old name “TCEP.”

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#### 6. Roundtable

Corinne’s Roundtable report:
- Next month is the annual Instructure Conference (Canvas); Corinne will be on a panel on the topic of SET and approaches being taken at different universities. Universities represented include Berkeley, SFU, Del Mar. The specific topic will
be using evaluations in the context of teaching and learning versus summative aspects. Corinne said that SFU seems to be launching into a leadership role in this area.

- Corinne will be looking for feedback on the questions the panel decides on.
- The four TLC Learning Technology Specialists are also going to Instructure Con, as are some of the folks from IT.
- They are very close to finalizing the Faculty/Department-level questions for Faculty of Health Sciences and Faculty of Education.
- Their approaches are very different:
  - Faculty of Health Sciences is using all 8 questions (Faculty + Department-levels); Chairs, undergrad/grad will vet the instructor-level questions.
  - Faculty of Education will have different questions for undergrad and grad courses (6 questions each); instructors will own their own questions.
- Pilot 2 (Fall pilot):
  - 6-7 departments in Science (undergraduate focus) are interested in participating; development of departmental-level questions to begin soon.
  - Beedie is also interested
  - Computing Science was interested in the Fall pilot, but were encouraged to participate in the Spring pilot.
- The Summer pilot is getting set up and looks like it will be on target.
- There are some challenges with data; not all the data needed is from SIMS; SIMS is not updated at Week 3, some editing is required.
  - The problem is to get the right evaluations to the right students.
  - Accuracy of courses with primary instructor is pretty good.
  - Accuracy of courses with a secondary instructor with TAs is not so good.
  - Corinne and the team are working with others to try to fix the problem by 2016 because we are ramping up fairly quickly.

**Action Item:**
- **Contact Brad Burfield, Interim CIO, regarding SIMS data**

The meeting was adjourned at 11:35 am. The next meeting is July 9, 2015, 2:00 – 3:00 pm, EDB 7652 (TLC West Wing Meeting Room).