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

**Meeting Minutes ~ September 30, 2015**

**Attending:**
- Panos Pappas, Chair
- Stephanie Chu, Secretary
- Julian Christians
- Elaine Fairey
- Nancy Johnston

**Regrets:**
- Michael Johnson, Diana Cuikerman, Ker Wells, Arjan Mundy, Laurie Anderson

**Guests:**
- Jon Driver (1:00 – 2:00)
- Corinne Pitre-Hayes (12:30 – 1:00 pm)

**Scribe:** Denise Buck

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<th>TOPIC</th>
<th>DISCUSSION/DECISIONS</th>
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| 1. Approval of Agenda | The agenda was approved with the addition of: 6. Roundtable Discussion – TFFE Report  
**MOTION** Moved: Julian; Seconded: Nancy | |
| 2. Approval of Previous Minutes | Previous meeting minutes were approved.  
**MOTION** Moved: Elaine; Seconded: Stephanie | |
| 3. Business Arising | • n/a | |
| 4. Chair’s Report | • SCUTL will be spending a majority of time going forward providing feedback on the TFFE report and recommendations | |
| 5. Student Evaluation of Teaching and Courses (SETC) Update (Corinne Pitre-Hayes) | • First pilot implemented over the summer including all courses in Health Sciences with the exception of intersession and select courses in Education  
• Key feature is automation with data auto-filled, e.g. course id, instructor name  
• Integration between SIMS and forms with errors to be corrected at the source (SIMS)  
• Response rate is 70% with Education rate marginally higher than Health Science  
• Suggestion made that students receive recognition bonus marks for participation  
• Anonymity aspect and student perspective discussed  
• Next roll out includes Health Science (all), Education (all), Science (all), SIAT (all)  
• SETC Working Group is reviewing SFU policies regarding evaluation tools and will be developing an action plan and undertaking fact finding over the next 3 months  
• Possible tools to complement the online tool will be explored, to be completed by March and includes a Faculty Association representative | |
| 6. Roundtable TFFE | • TFFE feedback was received online prior to today’s meeting | |
| 7. Task Force on Flexible Education Recommendations (Jon Driver) | • Review and discussion of TFFE Final Report *attached  
• SCUTL to review report and forward recommendations to Senate, endorsing any recommendations, include concerns, provide motions for Senate to debate, keeping in mind some items are outside purview of Senate i.e. CODE moving out of Lifelong Learning  
• Implementation of recommendations should involve SCUTL  
• TFFE report was in progress and may not include SFU initiatives/programs | |
implemented within the timeframe
• Faculty reaction important particularly around curriculum
• SCUTL can submit a covering memo to Senate expressing any concerns, comments on areas that require better context, suggest changes to language/tone, ensure positive message
• SCUTL can include a variety of standard indicators for assessing success of results against the TFFE report
• During the transition to a new VPA, this will be presented as an area of focus and an interim AVP Education appointed to start working on it prior to the start of the new VPA

**Action Items:**
• Jon Driver to prepare a memo for SCUTL with comments to contextualize his view of the TFFE report
• Draft document from feedback on Canvas, discuss and vote on at October SCUTL meeting

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The meeting was adjourned at 2:00 pm.