### Senate Committee on University Teaching and Learning (SCUTL)
Meeting Minutes ~ November 24, 2015

### TOPIC | DISCUSSION/DECISIONS | ACTION BY
---|---|---
1. Approval of Agenda
   | The agenda was unanimously approved. | |
2. Approval of Previous Minutes
   | Previous meeting minutes were approved.  
   **MOTION** Moved: Julian; Seconded: Ker |
   **Outstanding Action Items:**  
   - Contact Gord Myers regarding LTCC changes and possibility of items coming to SCUTL in future  
   - Bring forward Undergrad Survey and question input for IRP as agenda item (estimate in January) after receiving study results in early 2016 |
3. Business Arising
   | Motion supporting TFFE was approved unanimously and submitted to Senate  
   **Action Items:**  
   - Future agenda item: Discuss Faculty Teaching Fellows (FTFs) as part of SCUTL membership and how best to connect with FTFs  
   - Meet with Department Chair to discuss connection between SCUTL and FTFs |
   **PP / DB**  
   **PP / DC** |
4. Chair’s Report
   | Learning and Teaching Coordinating Committee (LTCC) is the oversight committee for learning technology at SFU  
   - LTCC will be changing focus to a strategy group for IT and shedding some responsibilities  
   - Panos will meet with Gord Myers to discuss what is suitable for SCUTL  
   - TFFE motion submitted by SCUTL received positive feedback from Jon Driver  
   - SCUTL preferred practice is to have discussions on Canvas rather than email and Canvas should be considered the default |
   **PP** |
5. Recommendations for University-wide set of questions on SETC project
   | Institutional Research and Planning (IRP) and Teaching and Learning Centre (TLC) work together on the technical aspect of putting together the first set of questions from SETC for the pilot  
   - The report makes recommendations to change some questions, SCUTL will provide a list to IRP and TLC to consider  
   - It is not possible to change specific words due to impact to other questions  
   - Questions will be regularly re-examined by IRP and/or SCUTL can request a review  
   - During the second phase, SETC will create a best practices guide to be approved by Senate |
   **Action Item:**  
   - Confirm what happens in non-departmental faculties regarding the 4
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<tr>
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<th>departmental questions and can they be added to the Faculty level questions</th>
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<tbody>
<tr>
<td>6. Roundtable</td>
<td>• Tabled</td>
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<td>7. Back on Track (Annette Santos, Steve Birnie)</td>
<td>• Presentation attached</td>
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The meeting was adjourned at 11:20 am. Next meeting Tuesday, December 15, 2:00 – 3:00 pm, TLC Seminar Room EDB 7512.